



Microsoft visual identity guidelines

August 2012

The Microsoft visual identity system capitalizes on our next wave of product offerings. It helps us be simple, clear, and direct. It elevates the content that matters most. It creates delightful connections.

The Microsoft logo celebrates our heritage and our future. It highlights the role we play in many consumers' lives today, and the increasing breadth of unexpected and innovative products we are delivering.

The identity elements—logo, typography, color, grids, tiles, imagery, and icons—make it easier to create memorable internal and external communications.

Our visual elements express our brand

These guidelines are your introduction to how we can use the visual identity as a thread that ties Microsoft-branded offerings and groups together. They are a call to action to align our creative work and bring a new focus on our connected visual identity system.

Our shared elements unite the things we offer, and when they're used together—again and again—they become the foundation for the stories that we want our brand, our products, and our services, to tell.

For questions regarding the new visual identity system, please see Brand Tools or contact the Microsoft brand team at corbrand@microsoft.com.

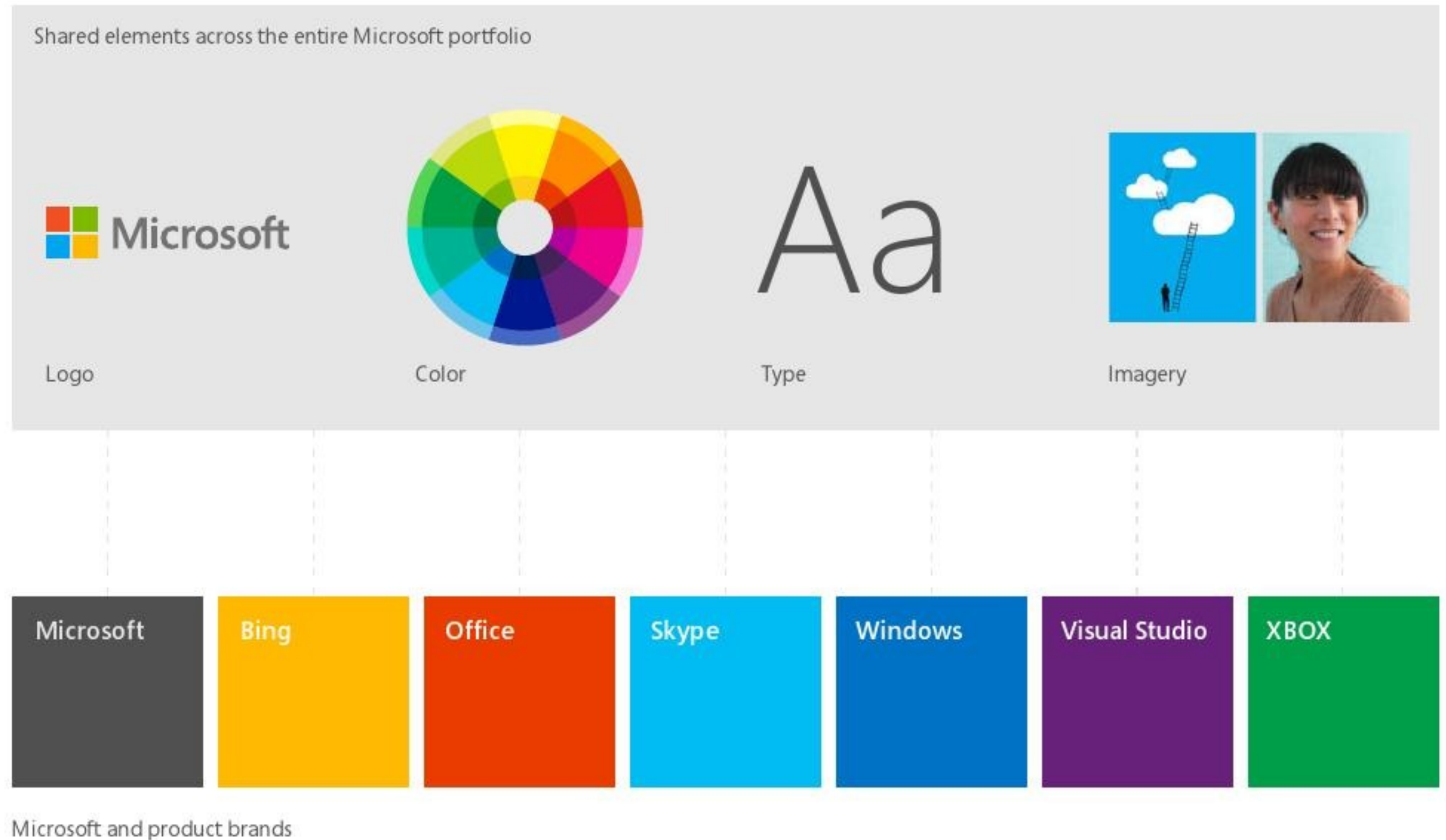
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What brand should I use, and how does this guide fit in?

At Microsoft, we have a portfolio of world-class product brands. Through our shared design elements and principles, these brands communicate a united vision to our audiences.

When we create communications which are not associated with any one product brand (e.g., Windows or Office), or which are associated with more than one product brand, Microsoft becomes the lead brand.

These guidelines cover both the shared design elements that are used by all Microsoft brands and product brands, as well as the elements used only for Microsoft led communications.



Logo



Tile



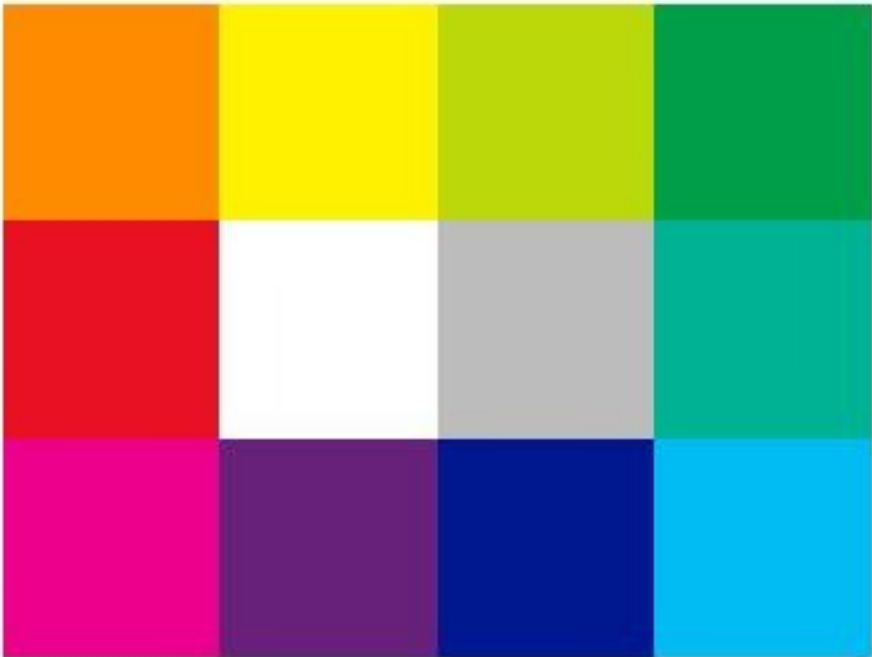
Layout grids



Content tiles



Color



Type

Segoe Light
Segoe Regular
Segoe Bold

Photography



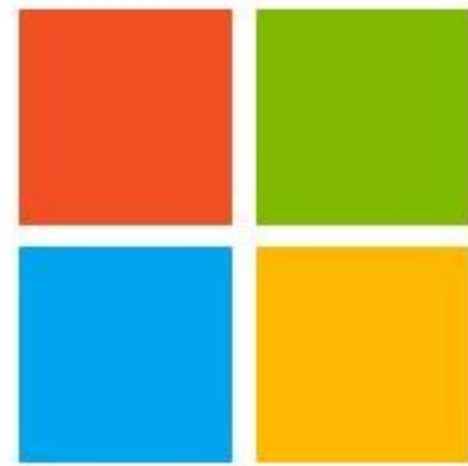
Illustration



Perfect time for a new logo.

As Microsoft prepares to release an unprecedented wave of new products and connected experiences across PCs, phones, tablets, and TVs, we felt our logo should evolve as well, visually accentuating this new era.

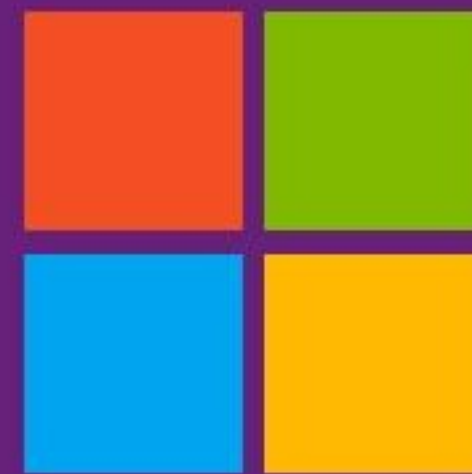
The new Microsoft logo is familiar and welcoming, drawing upon the heritage of our brand values, typeface, and colors. The symbol is built for the digital world, supporting the diversity of our businesses, representing and endorsing our products and services.



Microsoft

All Microsoft branded marketing communications must use the full color logo

The Microsoft logo must be used on 100% of internal and external communications. The logo is intended for use by corporate organizations and facilities; certifications and subscriptions; programs and events; competitions; corporate solutions (multiproduct); hardware; and Microsoft technologies, services, and products.

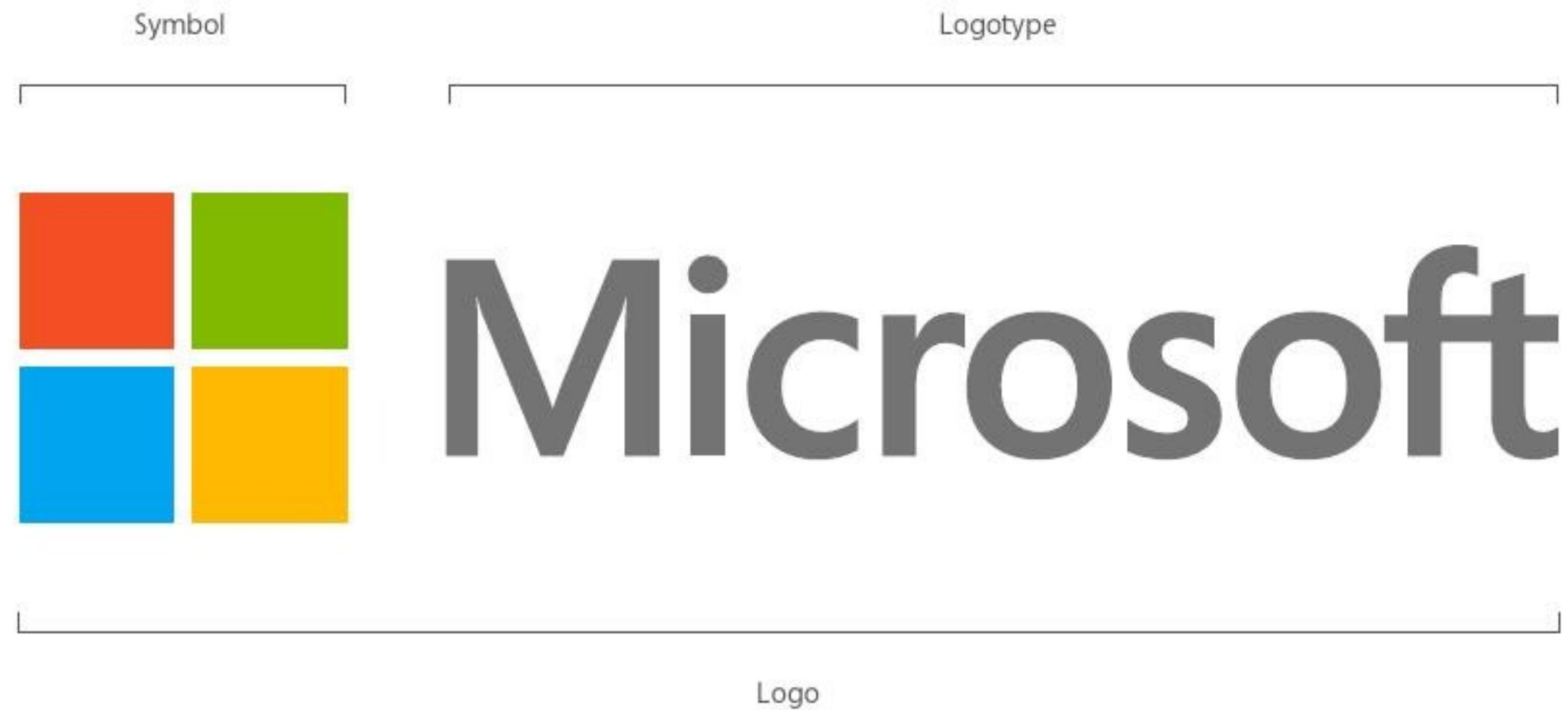


Microsoft

The logo = symbol + logotype

The logo has two components – the symbol with multiple squares of color intended to symbolize the company's diverse portfolio of products, and the logotype that uses the Segoe typeface used in our products and marketing communications.

The symbol must be used as part of the logo in all communications. The symbol alone is only used as a favorites icon by MSCOM, Microsoft Store, and for corporate sites: Facebook, Twitter, and YouTube. No other use is allowed. If you have questions, contact corbrand@microsoft.com.



Let the logo breathe

Clear space

We respect the logo by giving it some space. The minimum clear space that must surround the logo is equivalent to the height of its capital M.

Minimum size

In print, the logo should never appear smaller than 1" (25 mm). On-screen, it must appear at least 70 pixels wide.

Registration marks

In marketing, registration marks on the logo are no longer necessary, except in consumer packaging applications.

Clear space



Minimum size



On-screen: 70 px
Print: 1" (25 mm)

Color variations

Use the full-color logo. Use the positive version (logotype in gray) on light or white backgrounds. The full-color reverse logo may be used on dark color backgrounds, as well as dark areas within photographs.

1-color white, black, gray-scale or vertical version of the logos are available for limited use. Please contact corbrand@microsoft.com for guidance on use of this artwork.

Full-color positive



Full-color reverse



Acceptable backgrounds for the full-color logo

The full-color logo may be shown on any of the colors shown here or on simple areas of photographs. See page 33 for color values.



White



Cyan 300



Blue 660



Blue 286



Blue 288



Purple 526



Purple 269



Red 1807



Orange 144



Green 348



Teal 3295



Cool Gray 7



Cool Gray 11



Black

Use the display version of the logo for very large applications

The standard version of the logo is optimized for use at small sizes, making it the best choice for most marketing applications. Subtle adjustments have been made to the standard logo to help it reproduce cleanly and clearly at small sizes. However, these adjustments—called ink traps—are distracting and unnecessary when the logo is enlarged.

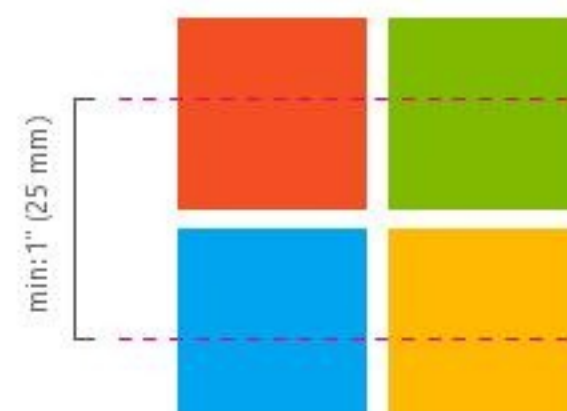
If the logo will be displayed at a size where the M in the logotype is more than 1 inch (25 mm) tall, use the display logo artwork. Contact corbrand@microsoft.com to request display logo files.

Standard logo



with ink traps

Display logo



without ink traps



Do not change the size relationship of the symbol to the logotype.



Don't place the logo on backgrounds that provide insufficient contrast.



Don't add effects like shadows, dimensions, and gradients to the logo.



Don't create logo "lockups" by adding text in close proximity to the logo.



Don't stretch the logo.



Don't compress the logo.



Don't place the logo over busy photographic backgrounds.



Don't alter the color specifications within the symbol or the logotype.



Do not attach text of any kind to the symbol



Don't create multi-color logos for any sub-brand, business group or division. Only the master brand may use multiple colors.



Don't use the symbol by itself in email signatures. Refer to page 83 for the approved email signatures.



Don't create content tiles at the same size as the symbol



Don't create patterns of tiles to simulate the elements of the logo symbol.

Sometimes Microsoft leads, sometimes it endorses

In cases where the full color Microsoft logo cannot be used or where Microsoft is endorsing a featured product brand (such as Office, Windows, or Xbox), use the logotype only.

The Microsoft logo or logotype must appear on 100% of all communications.

For use in broadcast advertising or animation please contact corbrand@microsoft.com

Microsoft branded communications



Microsoft endorsed communications



All Microsoft endorsed communications must use the logotype.

When Microsoft is the endorser, we use the logotype only. This lets people know the message is from Microsoft, while allowing the lead brand to occupy the spotlight.

The Microsoft logotype must be used as the endorser on all print and digital communications including online, print, and TV advertising; promotional materials and event signage; videos and animations; packaging and collateral, etc.

Microsoft

Let the logotype breathe

Clear space

We respect the logotype by giving it some space. The minimum clear space that must surround the logotype is equivalent to the height of its capital M.

Minimum size

In print, the logo should never appear smaller than 0.7" (18 mm). On-screen, it must appear at least 44 pixels wide.

Clear space



Minimum size

Microsoft



On-screen: 44 px
Print: 0.7" (18 mm)

The logotype is colorful

The Microsoft logotype is available in the core brand colors and dark tints, as well as Cool Gray 9, black and white. The selected logotype color should be present elsewhere in the composition, such as in the lead brand logo, an illustration, or a headline.

Use a color logotype on white backgrounds and a white logotype on color backgrounds. To maintain sufficient contrast when the logotype is used on a photo background, use a color logotype on light images and a white logotype on dark images.

Microsoft

Microsoft

Microsoft

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Microsoft

Use the display version of the logotype for very large applications

The standard version of the logotype is optimized for use at small sizes, making it the best choice for most marketing applications. Subtle adjustments have been made to the standard logotype to help it reproduce cleanly and clearly at small sizes. However, these adjustments—called ink traps—are distracting and unnecessary when the logotype is enlarged.

If the logotype will be printed at sizes larger than 1 inch tall, use the display logotype artwork. Contact corbrand@microsoft.com to request logo files.

Standard logotype



Display logotype



The logotype complements the brands it endorses

This is important because both the product brand and Microsoft benefit by being used together. Therefore it is paramount that all product branded communications use the Microsoft logotype as an endorsement.

Shown here is the ideal color and scale relationship to use when placing the logotype in a layout together with another brand.

Consult the guidelines for the brand you are working with for additional details on scale and color.



Microsoft] ½ X maximum



Microsoft] ½ X maximum

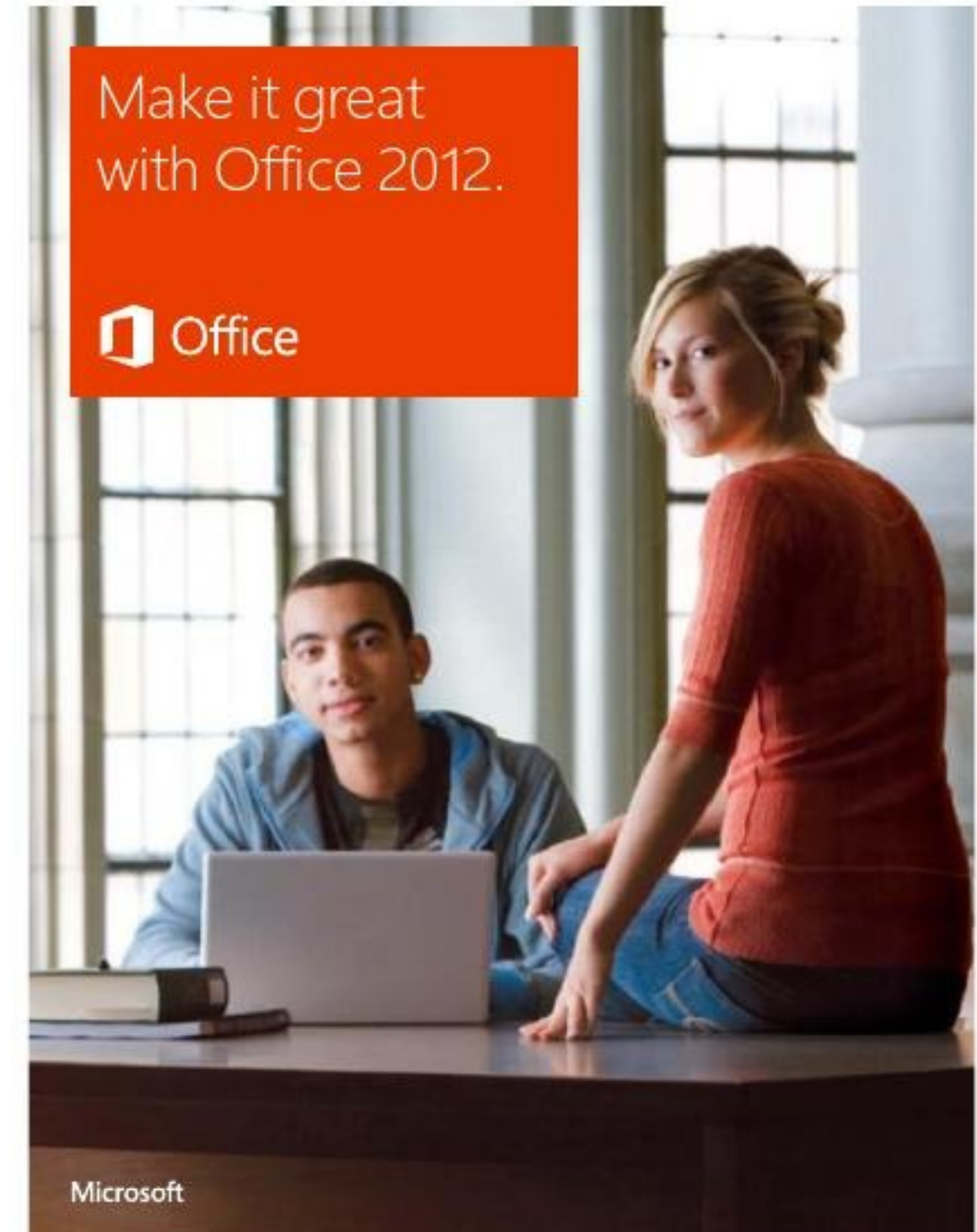


Microsoft] ½ X maximum

Place the logotype so it aligns with other elements in the layout

The logotype should be placed in an area at the periphery of the layout, away from the focal point of the layout. Placing the logotype in one corner of the layout is a good way to signal that it is an endorsement, rather than the lead brand. Regardless of where it's placed, use care in positioning the logotype so it aligns with the layout grid or with other graphic elements in the design.

See the guidelines for the brand you're working with for details on logo placement and alignment.

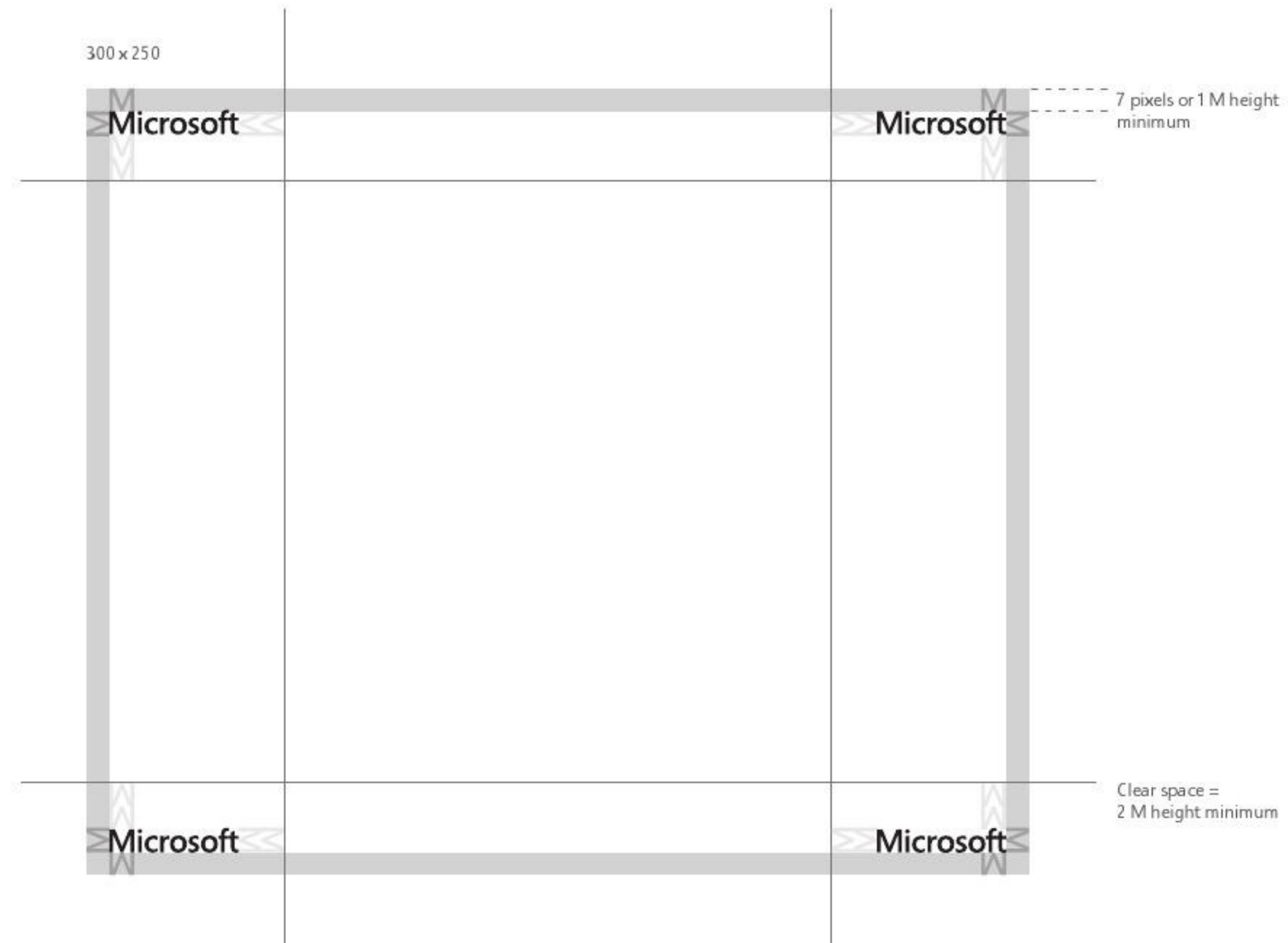


Logotype placement in digital communications

The Microsoft logotype must appear in one of two positions for a minimum of one second in all digital communications (e.g. ads, banners, etc.):

1. Call-to-action end-panel (shared)
2. Alone on the end-panel

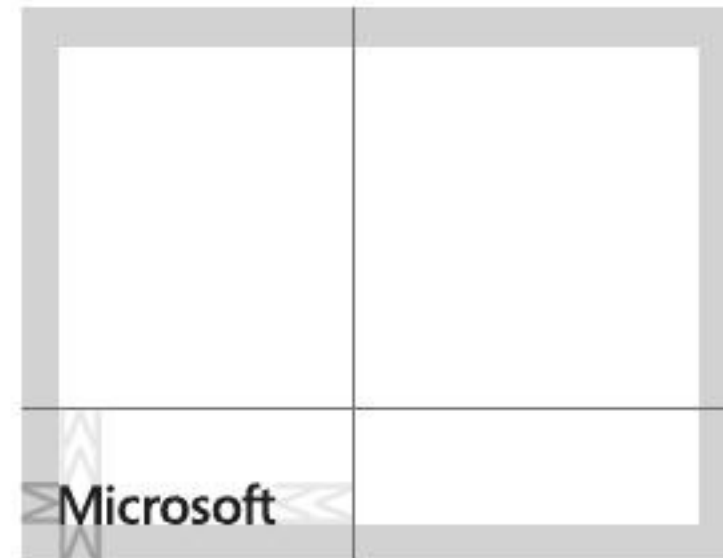
The Microsoft logotype should be placed in one of the 4 corners of the ad, equal distance from two edges in space constrained communications. Accompanying subbrand logos should be placed no closer than two (2) "M" spaces next to the logotype.



Small space banners

The Microsoft logotype must appear in all banner advertising, with a few exceptions. The Microsoft logotype may be dropped when the ad sizes are smaller than 120 x 90 and using the Microsoft logotype would prohibit appropriate subbrand sponsorship and messaging.

In the rare instance when the Microsoft logotype is not used, it must appear on the "call-to-action" (CTA) landing page.



Logo placement for 120 x 90 ad



120 x 90 ad with proper clear space



120 x 60 ad does not allow proper clear space.

Microsoft

Don't stretch or extend the logotype

Microsoft

Don't compress the logotype

Microsoft

Don't use light colored logotype artwork on white or light backgrounds.

Microsoft
Windows 8

Don't group the logotype with other text, product names, or product logos

Microsoft

Don't use legacy logotype artwork on new materials

Microsoft

Don't place the logotype over busy backgrounds



Don't place the logotype within a cornerstone tile

Microsoft

Don't apply gradients, dropshadows or other effects to the logotype

Microsoft

don't create the logotype by typing "Microsoft" in Segoe font. Use the provided artwork.

Type is beautiful, and it matters

Type is more than a design element. It articulates our message, expressing both what we say and how we say it. Modern, easy to read, and humanist, the Segoe type family is closely aligned with the Microsoft brand personality. We use it within products and in communications across brands.

Segoe is straightforward, allowing our messages—from the enthusiastic to the practical—to be easily understood.

Use Segoe
Keep it simple
Limit type sizes to three
Keep it flush left
Use sentence case

Segoe is our type family

We use Segoe, a completely custom type family created for Microsoft that has become a longstanding core element of our visual identity.

Segoe Pro is the brand font used for print and graphic executions. Segoe UI is the Windows OS font, and the font that is used for on-screen and digital executions.

To download the Segoe Pro font family, visit Media Bank: <https://mediabank.partners.extranet.microsoft.com>

Segoe Pro

Use for all print applications.

Segoe Pro Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890@#%&*

Segoe Pro Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890@#%&*

Segoe Pro Semibold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890@#%&*

Segoe Pro Bold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890@#%&***

Segoe UI

Use for on-screen applications like PowerPoint, email, and websites.

Segoe UI Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890@#%&*

Segoe UI Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890@#%&*

Segoe UI Semibold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890@#%&*

Segoe UI Bold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890@#%&***

Size and weight

- Limit type to no more than three sizes.
- Use Light for large headlines.
- Use Regular or Semibold for increased legibility at small sizes or over backgrounds.
- Use Semibold or Bold for subheads, but not for headlines.
- Segoe Black or Condensed weights should be used sparingly.

Case

- Sentence case is our standard for all communications.
- Use all-uppercase sparingly—for titles, short headings, or subheadings, and never for full paragraphs.
- Do not use all-lowercase type.

Line spacing

- Line spacing refers to the space between lines of type. See the chart at right for line spacing guidelines.

Letter spacing

- Letter spacing (also known as tracking) is the space between letters.
- Segoe is designed so that letter spacing and word spacing are set by default to 0. In some cases, spacing may need to be adjusted. Make sure that letters never touch one another. See the chart at right for tracking guidelines.

Justification

- Type should always be set flush left, ragged right.
- Segoe should never be justified or centered.
- Avoid widows, orphans, and lines that end with hyphens

	Leading	Tracking
Body text (<8~14pt)	120% (minimum)	0
Subhead text (14~36pt)	110% (minimum)	-15
Headline text (36~72pt+)	120% (maximum)	-15

Our international fonts align with our visual identity system

We recommend specific fonts for use around the world. If subsidiaries have identified alternate third party fonts they feel align better with Segoe please contact corbrand@microsoft.com.

Language	Print	On Screen
Latin, Greek, Cyrillic	Segoe Pro	Segoe UI (Win 8 version)
Hebrew, Armenian, Georgian	Segoe UI (Win 8 version)	Segoe UI (Win 8 version)
Arabic	Segoe UI (Win 8 version) Majalla "Traditional"	Segoe UI (Win 8 version)
Indian languages	Nirmala UI	Nirmala UI
Thai	Leelawadee	Leelawadee
Indiginios American	Gadugi	Gadugi
China (simplified)	YaHei	YaHei UI
China (traditional)	JhengHei	JhengHei UI
Korea	Malgun Gothic	Malgun Gothic
Japan	Meiryo	Meiryo UI
Lao	Lao UI	Lao UI
Khmer	DaunPenh	Khmer UI
African languages	Ebrima	Ebrima

Non-English language layouts

When designing for non-English communications, it may be necessary to mirror the layout guidance, with right-alignment replacing left-alignment.



Keep type aligned with the grid

Clear, organized messages are easier for our audiences to read and respond to. Align all type, regardless of messaging category or whether it appears inside a color block, to the same grid.



Internal SharePoints (exhibits for layout only)


Type size and relationships

While there are many possibilities in the size and style of type, here are some proven relationships for using Segoe in composition.



Headline set in Segoe Light, two units tall.

Body copy is one grid unit tall or less, set in Segoe Regular. Body copy is one grid unit tall or less. Body copy is one grid unit tall or less.




Headline twice logo height.

Body copy is one grid unit tall or less, set in Segoe Regular. Body copy is one grid unit tall or less.



Headline is same height as logo, set in Segoe Light.


Body copy is 75% of the subhead height, or less, and set in Segoe Regular. Body copy is 75% of the subhead height, or less, and set in Segoe Regular.



Subhead is one grid unit tall and set in Segoe Semibold.

Body copy is not more than 75% as tall as the subhead. Body copy is not more than 75% as tall as the subhead. Body copy is not more than 75% as tall as the subhead. Body copy is not more than 75% as tall as the subhead.

Body copy is not more than 75% as tall as the subhead. Body copy is not more than.



~~This is Segoe Regular
with a shadow.~~

Don't add drop shadows to type.

~~Don't leave widows in
text.~~

Avoid widows (words by themselves on a line) shorter than 7 characters.

~~This headline is hy-
phenated.~~

Avoid hyphenation in general, and especially in headlines.

~~This text is kerned at
negative 100.~~

Don't kern text too tightly or loosely.

~~This text is right
aligned.~~

Avoid right-aligned type.

~~This type is
stretched.~~

Don't stretch type horizontally or vertically.

~~The line spacing on
this text is 200%.~~

Avoid loose line spacing measures.

~~Too Many
TYPE *styles*
in one layout~~

Don't use more than 1 or 2 type styles in close proximity, and try to follow the rule of 3 type sizes per page layout.

~~This two-column orphan.
layout leaves an~~

Don't leave orphans in your text. (An orphan is a lone word at the top of a page or column—the last word in a sentence carried over from the prior text block.)



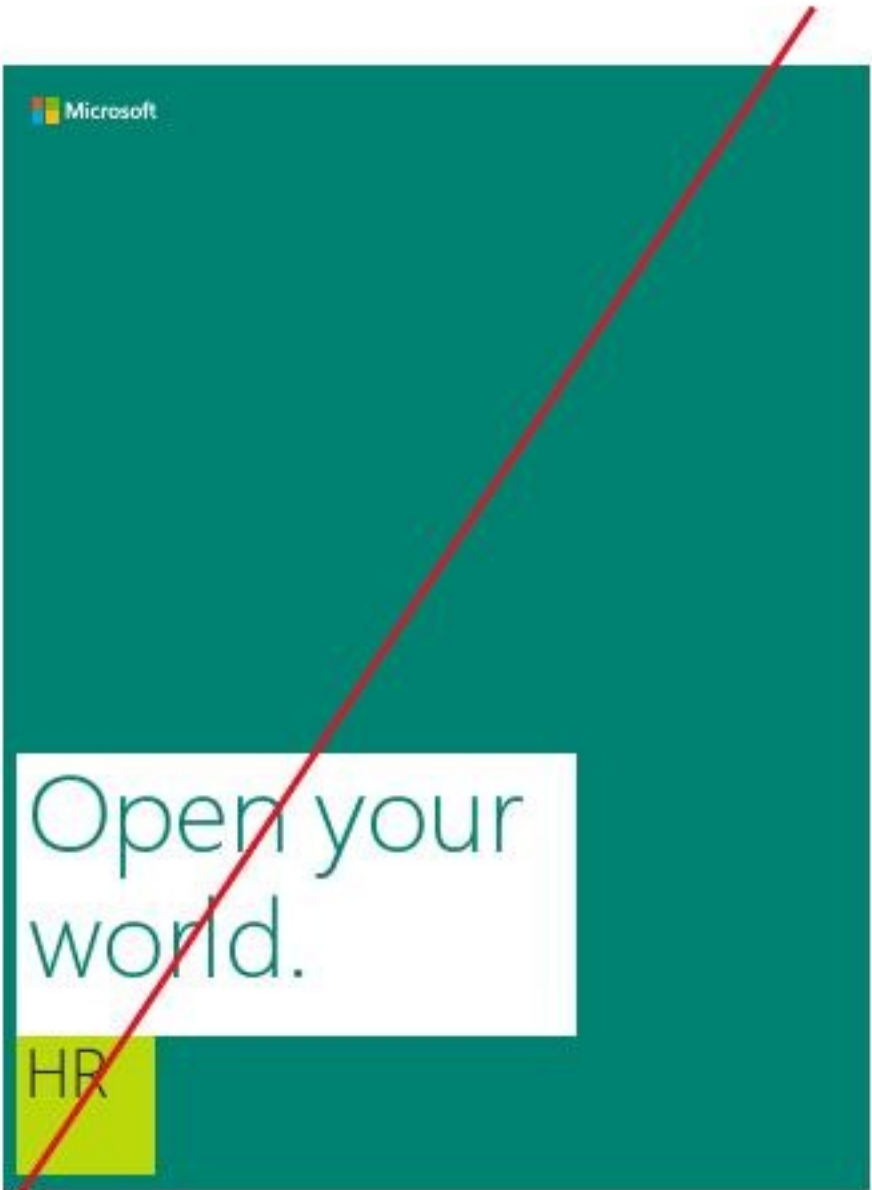
Internal communication

Don't use more than one headline per layout. Always maintain a clear hierarchy when there is more than one level of information.



External communication

Don't place body copy in more than one tile. Body copy within a single tile may be arranged into multiple columns.



Internal communication

Don't set type too large within a tile. Generally, headline text no larger than 75% of the tile width will provide the best results.

We are colorful

Life happens in color. Color captures passions, inspires emotions, and connects people. Bright and energetic, pure and beautiful, the Microsoft colors add vibrancy to communications and are among the most recognizable and unifying elements in our visual identity.

Choose one of the 10 core colors (the labeled ring in the color wheel shown here) as the primary color in your layout. The lighter and darker tints may be used as highlights and accents.



Use the 10 core colors in the right places

Use RGB and HEX formulas for on-screen and digital use. CMYK builds and PMS colors are for print applications.

Please note that each color has been optimized for on-screen (RGB) or print (solid or 4CP) reproduction. The specific RGB color formula, PMS color, and CMYK color formula are provided here and must be specified individually for each color. Do not use the automated color conversion tools in your software.

				
Process Yellow C0 M0 Y100 K0 R255 G241 B0 HEX #FFF100	Orange 144 C0 M50 Y100 K0 R255 G140 B0 HEX #FF8C00	Red 185 C0 M100 Y100 K0 R232 G17 B35 HEX #E81123	Process Magenta C0 M100 Y0 K0 R236 G0 B140 HEX #EC008C	Purple 526 C75 M100 Y0 K0 R104 G33 B122 HEX #68217A
				
Blue 286 C100 M75 Y0 K0 R0 G24 B143 HEX #00188F	Process Cyan C100 M0 Y0 K0 R0 G188 B242 HEX #00BCF2	Teal 3275 C100 M0 Y50 K0 R0 G178 B148 HEX #00B294	Green 355 C100 M0 Y100 K0 R0 G158 B73 HEX #009E49	Lime 382 C25 M0 Y100 K0 R186 G216 B10 HEX #BAD80A

Our 10 core colors have lighter and darker tints

Layouts should utilize the 10 core colors most frequently. Our secondary palettes of lighter and darker tints provide a wide range of supporting colors.

White, gray, and black are additional supporting colors, used for copy. White may also be used as a background color.

These colors have been optimized for on-screen (RGB or HEX) or print (PMS or CMYK) use. Use the color specifications provided here. Do not use the automated color conversion tools in your software.

				
Yellow 100 CO M0 Y50 K0 R255 G252 B158 HEX #FFFC9E	Orange 124 CO M25 Y100 K0 R255 G185 B0 HEX #FFB900	Red 1665 CO M85 Y100 K0 R221 G89 B0 HEX #DD5900	Magenta 218 CO M75 Y0 K0 R244 G114 B208 HEX #F472D0	Purple 258 C60 M85 Y0 K0 R155 G79 B150 HEX #9B4F96
				
Yellow 116 CO M13 Y100 K0 R252 G209 B22 HEX #FCD116	Orange 166 CO M75 Y100 K0 R235 G60 B0 HEX #EB3C00	Red 1807 CO M100 Y100 K25 R186 G20 B26 HEX #BA141A	Magenta 241 C25 M100 Y0 K0 R180 G0 B158 HEX #B4009E	Purple 269 C75 M100 Y0 K25 R68 G35 B89 HEX #442359
				
Blue 660 C80 M60 Y0 K0 R70 G104 B197 HEX #4668C5	Cyan 2985 C60 M0 Y0 K0 R109 G194 B233 HEX #6DC2E9	Teal 325 C65 M0 Y30 K0 R0 G216 B204 HEX #00D8CC	Green 7480 C70 M0 Y85 K0 R85 G212 B85 HEX #55D455	Lime 586 C15 M0 Y60 K0 R226 G229 B132 HEX #E2E584
				
Blue 288 C100 M75 Y0 K25 R0 G32 B80 HEX #002050	Cyan 300 C100 M50 Y0 K0 R0 G114 B198 HEX #0072C6	Teal 3295 C100 M0 Y50 K25 R0 G130 B114 HEX #008272	Green 348 C100 M0 Y100 K25 R0 G114 B51 HEX #007233	Lime 376 C50 M0 Y100 K0 R127 G186 B0 HEX #7FBA00
				
Black CO M0 Y0 K0 R0 G0 B0 HEX #000000	Cool Gray 11 CO M0 Y0 K80 R80 G80 B80 HEX #505050	Cool Gray 7 CO M0 Y0 K50 R150 G150 B150 HEX #969696	Cool Gray 3 CO M0 Y0 K20 R210 G210 B210 HEX #D2D2D2	White CO M0 Y0 K0 R255 G255 B255 HEX #FFFFFF

Our colors are accessible

The appropriate use of color helps make sure all of our customers can access and understand Microsoft communications, regardless of their abilities.

Avoid relying on color alone to convey information. Always provide text or other graphical cues to guide customers to our message.

Note: Type reversed to white, or black type over a colored background, should exceed the minimum 4.5:1 contrast ratio for accessibility. Examples at right demonstrate correct color use for on-screen (RGB) applications.

<div>Yellow 100 R255 G252 B158</div> <div>Process Yellow R255 G241 B0</div> <div>Yellow 116 R252 G209 B22</div>	<div>Orange 124 R255 G185 B0</div> <div>Orange 144 R255 G140 B0</div> <div>Orange 166 R235 G60 B0</div>	<div>Red 1665 R221 G89 B0</div> <div>Red 185 R232 G17 B35</div> <div>Red 1807 R186 G20 B26</div>	<div>Magenta 218 R244 G114 B208</div> <div>Process Magenta R236 G0 B140</div> <div>Magenta 241 R180 G0 B158</div>	<div>Purple 258 R155 G79 B150</div> <div>Purple 526 R104 G33 B122</div> <div>Purple 269 R68 G35 B89</div>
<div>Blue 660 R70 G104 B197</div> <div>Blue 286 R0 G24 B143</div> <div>Blue 288 R0 G32 B80</div>	<div>Cyan 2985 R109 G194 B233</div> <div>Process Cyan R0 G188 B242</div> <div>Cyan 300 R0 G114 B198</div>	<div>Teal 325 R0 G216 B204</div> <div>Teal 3275 R0 G178 B148</div> <div>Teal 3295 R0 G130 B114</div>	<div>Green 7480 R85 G212 B85</div> <div>Green 355 R0 G158 B73</div> <div>Green 348 R0 G114 B51</div>	<div>Lime 586 R226 G229 B132</div> <div>Lime 382 R186 G216 B10</div> <div>Lime 376 R127 G186 B0</div>
<div>Black R0 G0 B0</div>	<div>Cool Gray 11 R80 G80 B80</div>	<div>Cool Gray 7 R150 G150 B150</div>	<div>Cool Gray 3 R210 G210 B210</div>	<div>White R255 G255 B255</div>

Powerful color combinations

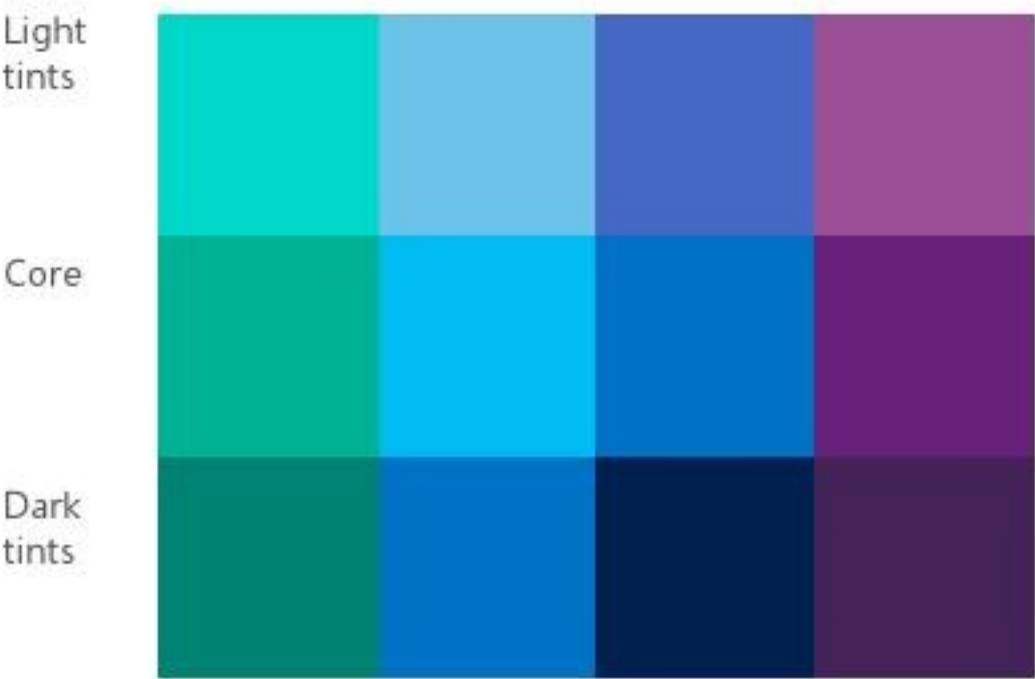
These sample analogous color groups demonstrate the use of color pairings derived from relationships in the Microsoft color wheel. Pick a minimum of one and a maximum of four colors from your chosen group per application (not including white, gray, and black). Its recommended that you choose no more than one light tint per application to maintain vibrancy.



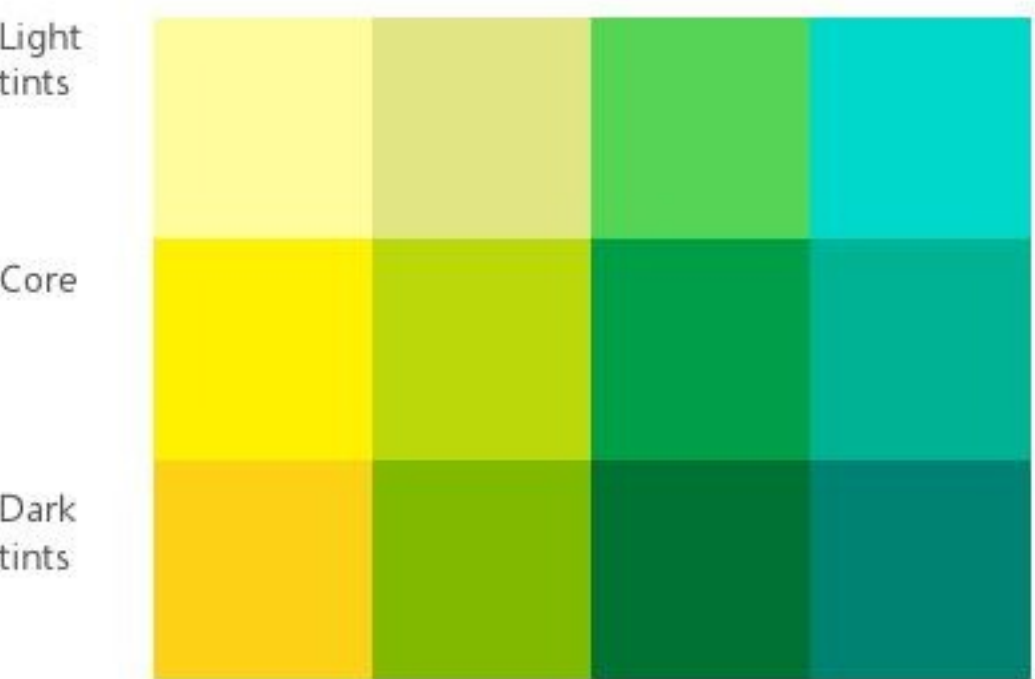
Group 1



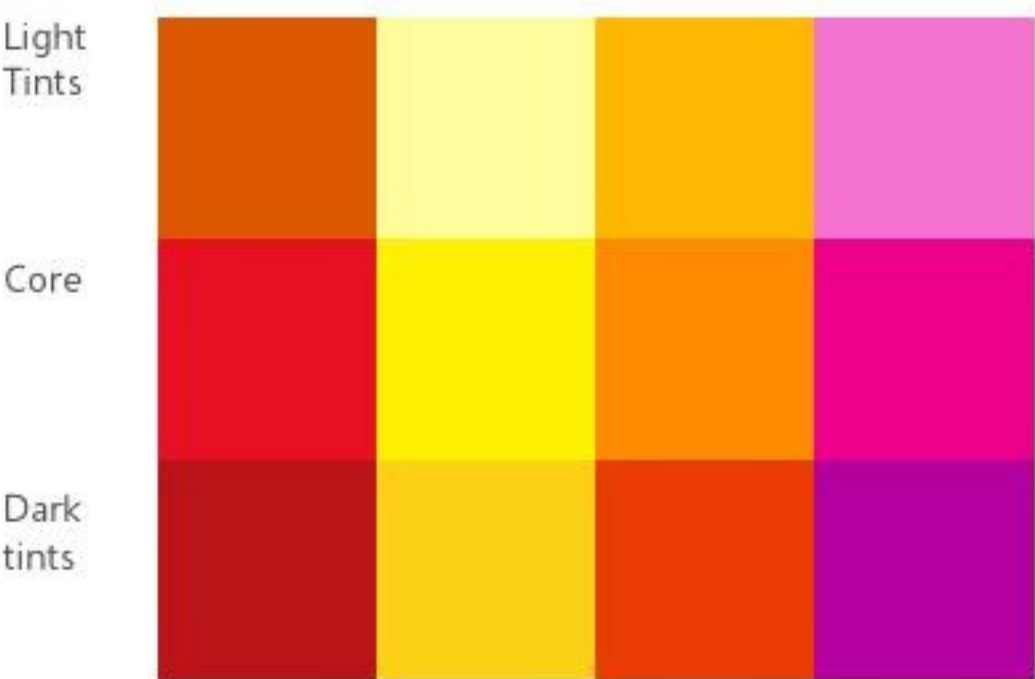
Group 2



Group 3



Group 4

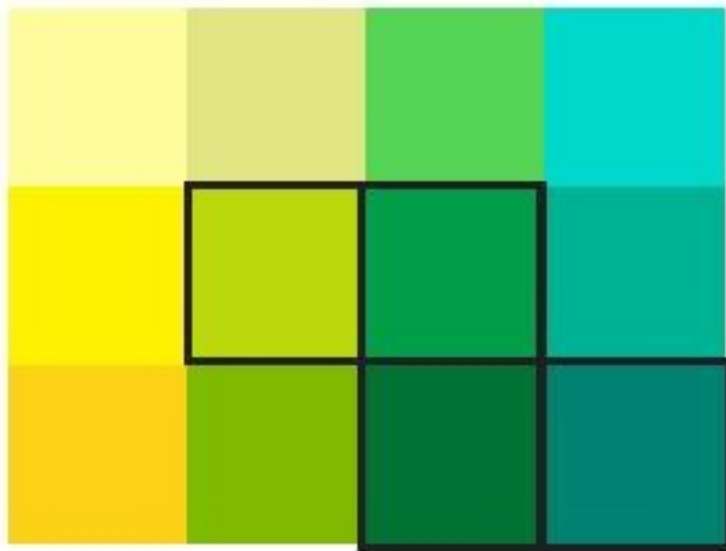




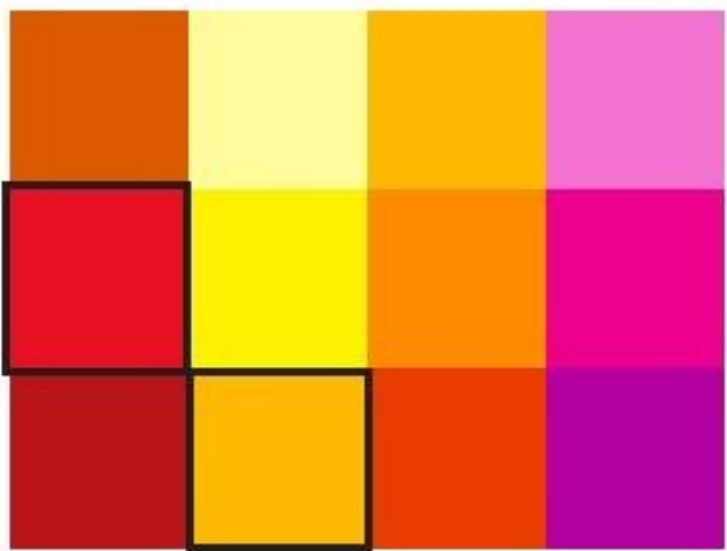
Colored type can be used against a white background as long as the color is represented somewhere else in the composition.



You can as few as one or two colors from the group.



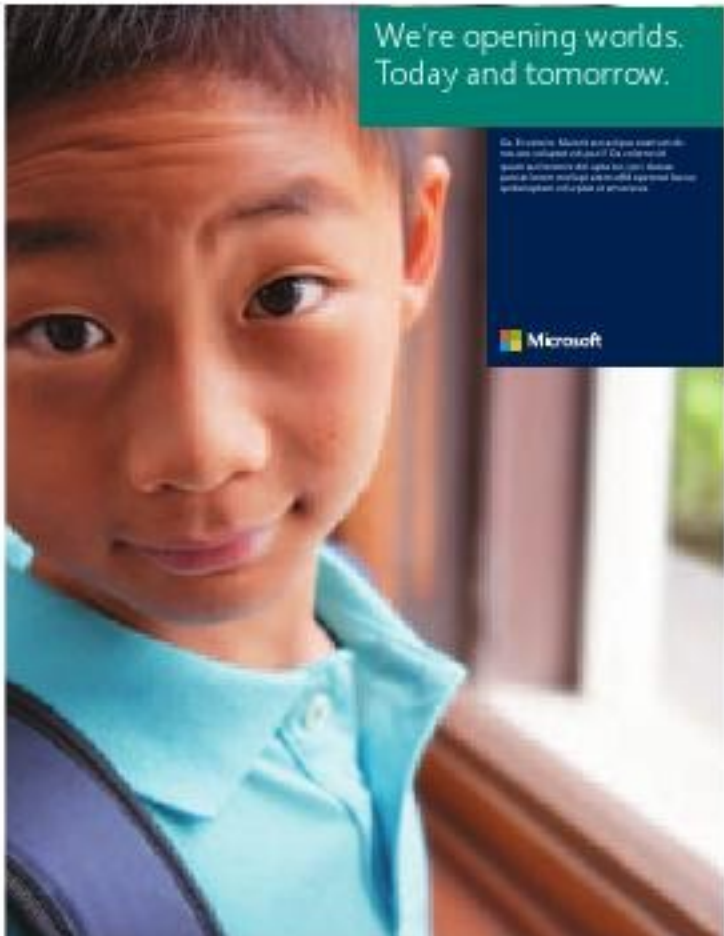
Multiple colors from the dark or mid-range zones can be used in one composition.



Black or gray type can be used on white or light colored backgrounds.



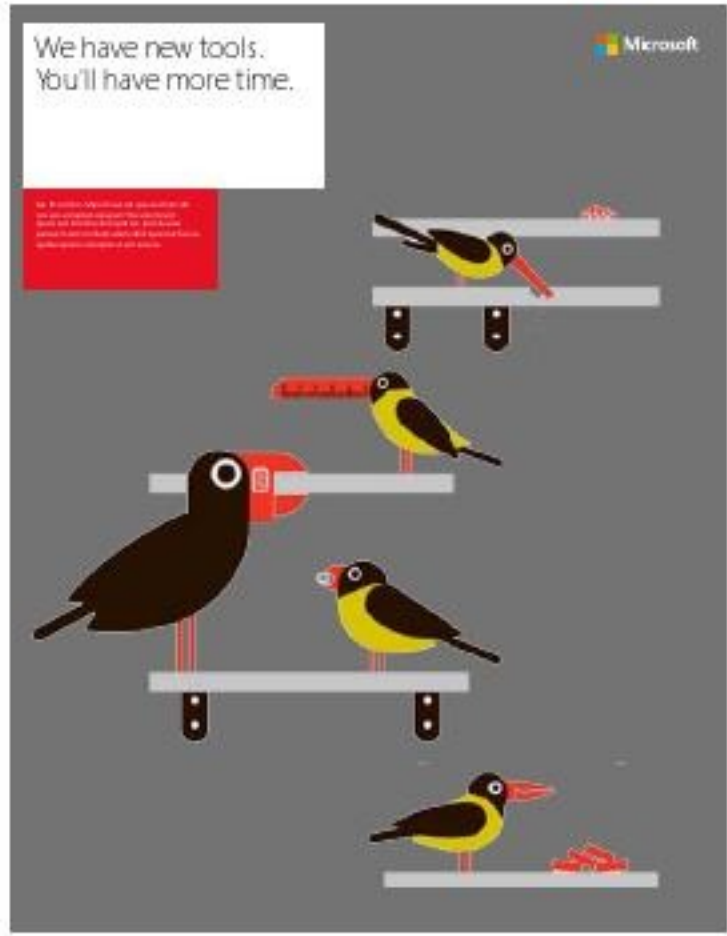
External communication



External communication



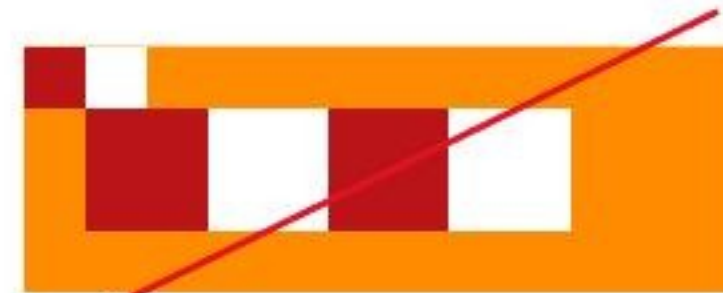
Internal communication



External communication



Avoid low-contrast color combinations.



Don't repeat colors in ways that create a "checkerboard" effect.



Avoid using more than three colors in a tile layout.

Too many
colors in one
text area

Don't use more than two colors in a single text grouping.



Don't tint the brand colors. Choose a color from the secondary palette—or white, black, or gray—if the core colors aren't sufficient.



Don't place the logo over any color or background that provides insufficient contrast.

Grids: invisible but critical

Even when you can't see it, the grid is the most important organizational tool in the visual identity. It's what every layout is built on. It helps deliver our messages in a clean, simple, and direct way. It makes our communications feel like they come from Microsoft. Starting with a well-defined grid will give your design a solid foundation.

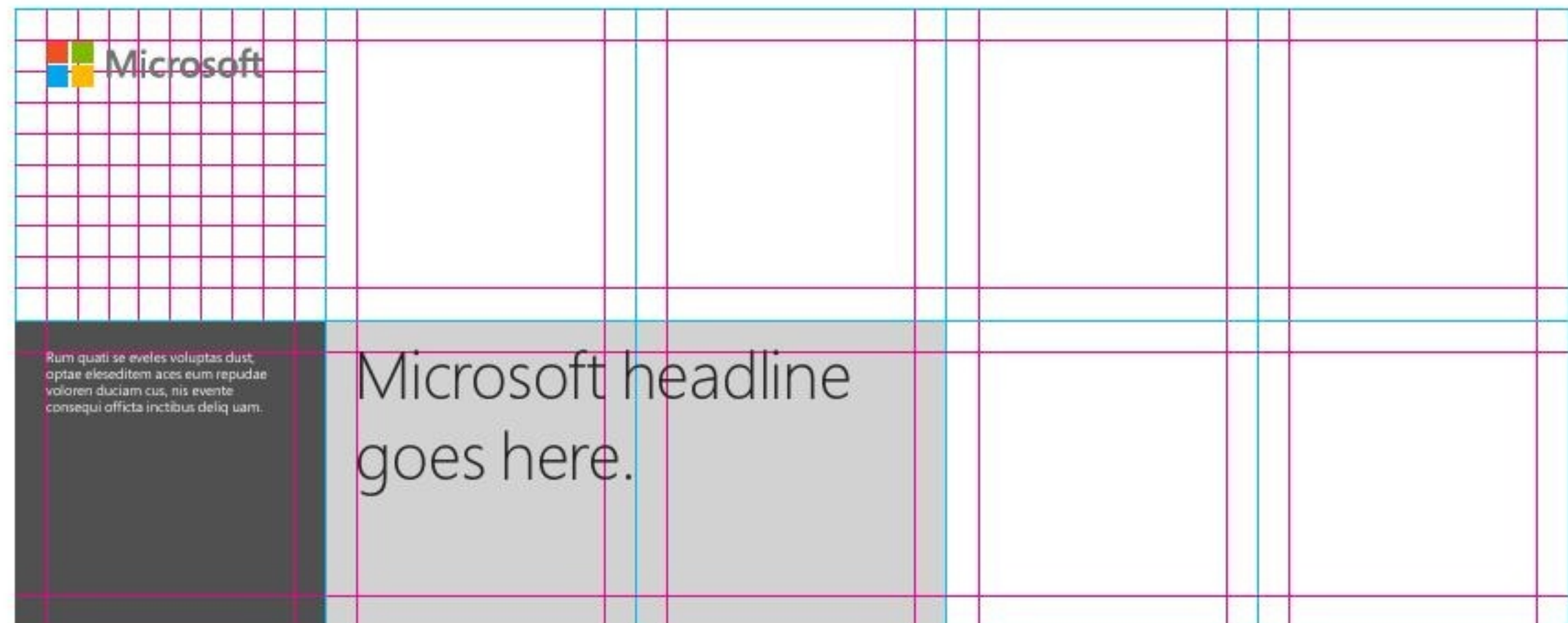
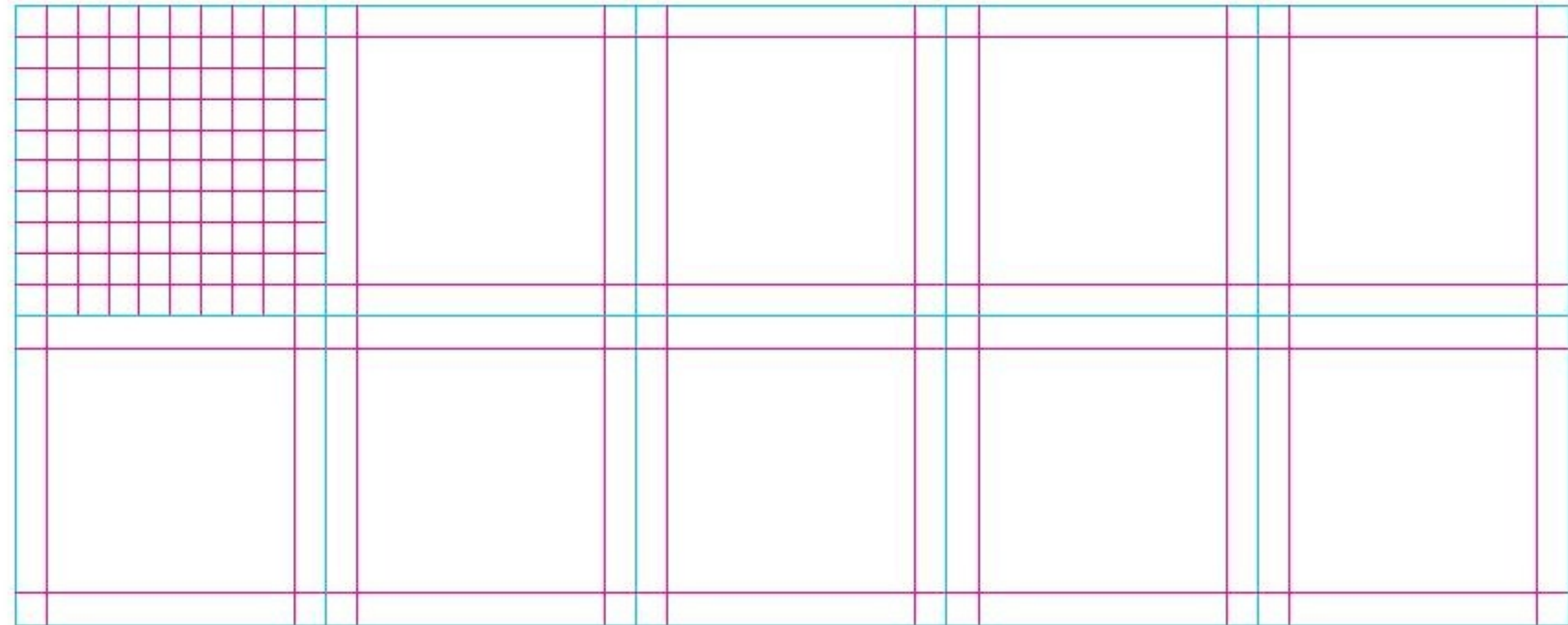
The underlying grid brings structure to simplicity. It creates the spaces where we tell our stories.

Grids provide organization, with or without tiles

The underlying structure of all Microsoft design, grids help balance your layout, creating the spacing and information organization that will guide customers to the most important visual elements and messages.

Blue lines = grid columns and rows

Magenta lines = margins within the grid



Tiles: a defining design element

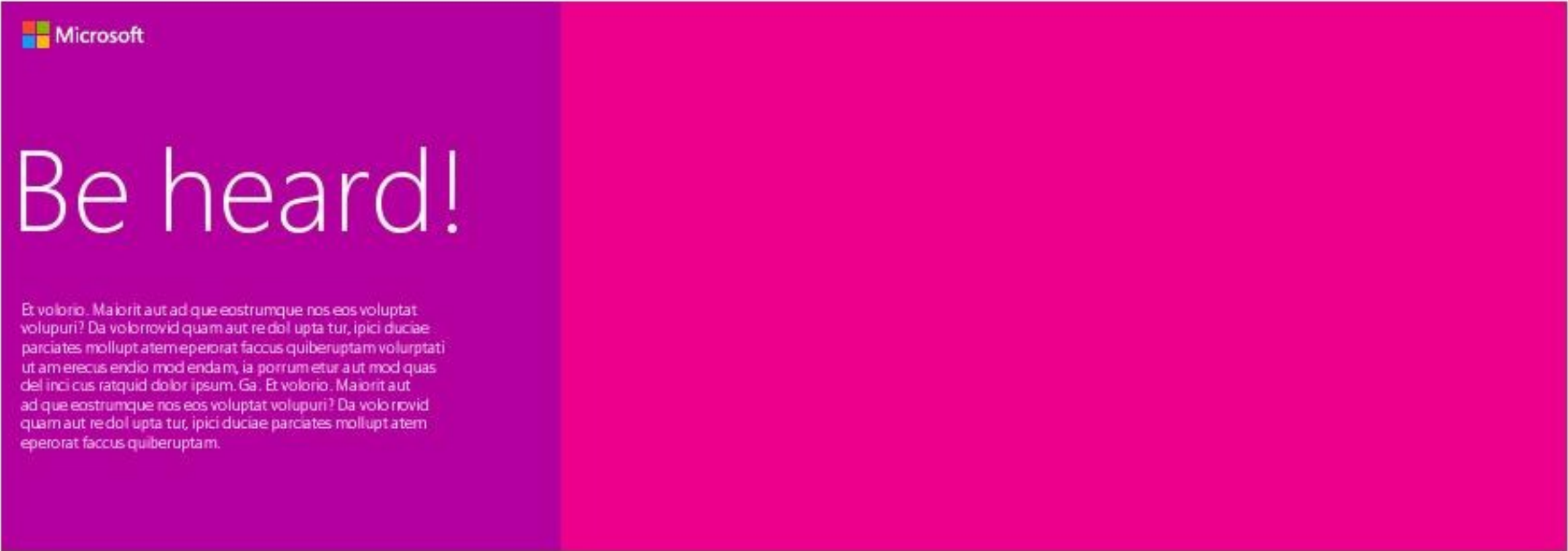
A new part of the Microsoft visual identity system and a connection to our product experience, tiles bring a fresh, captivating element to layouts, and are our primary vehicle for sending messages with type or identifying the author of internal communications.

Tiles provide a colorful starting point for a conversation. They contain important wayfinding information, letting the reader know who's talking.

What is a content tile?

Content tiles provide an opportunity for interesting and bold color combinations, and create strong areas in which to place type.

A content tile may contain the primary communication information—headline, subhead, body copy and call to action. It may also identify who the communication is from, contain illustration, photography, and color.



Internal e-mail banners

Content tiles align to the layout grid

Content tiles align to the layout grid (shown as blue lines in this example) in at least one dimension (height or width). It is preferable that they align to both.



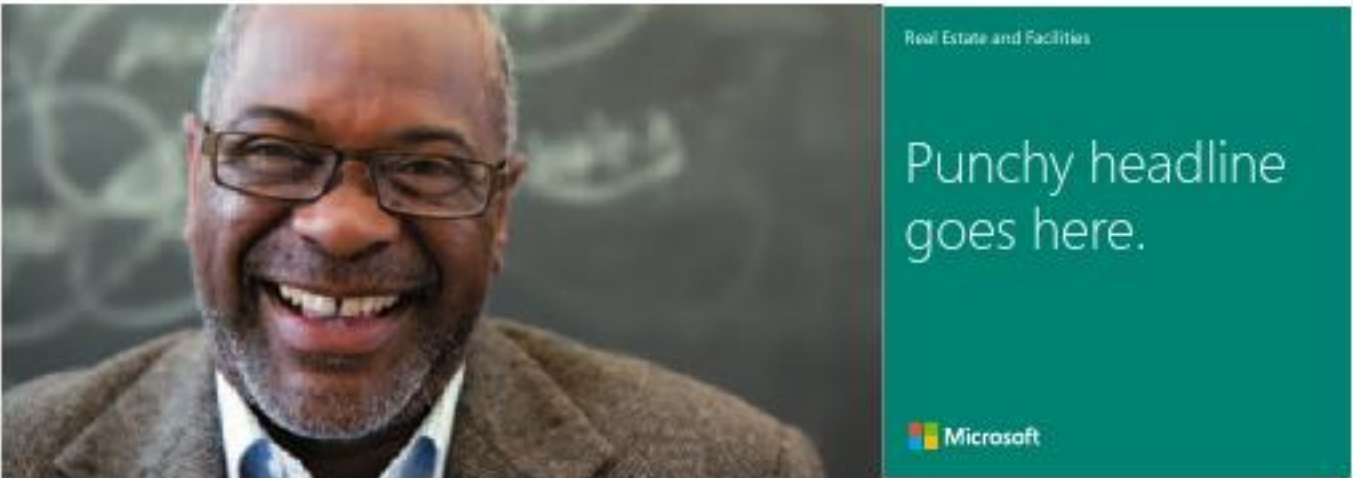
Placing the logo inside a content tile

It is not necessary to place the logo within a tile. Content tiles must be at least two tiles wide if they will contain the logo.



External communication

Content tile must be at least two tiles wide if it will contain the logo



Internal banner

Placing the logo outside a tile

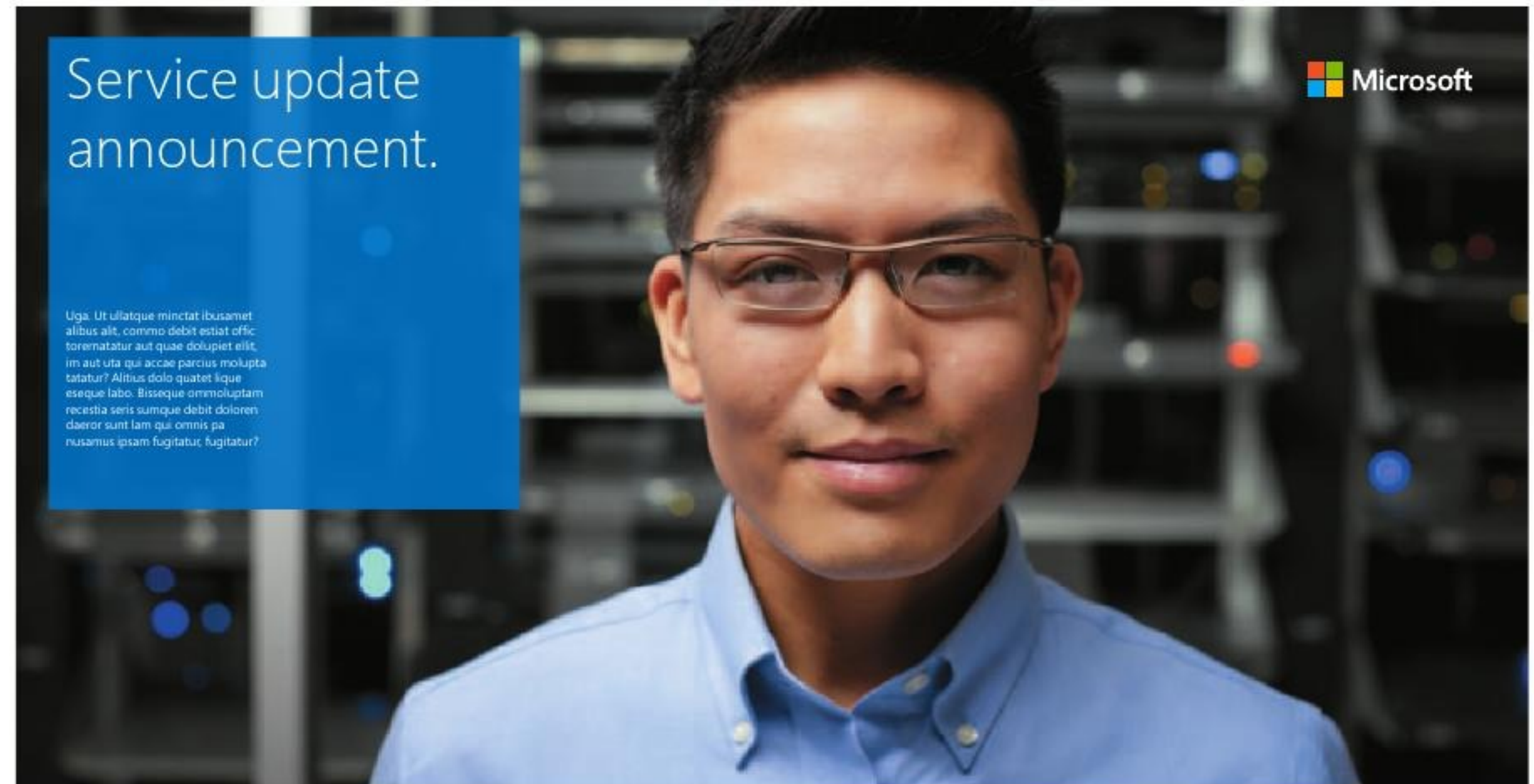
If you choose to use tiles in your layout but wish to place the Microsoft logo outside of the tile, be sure it aligns to the grid, and try to align it with other typographic elements in the layout. This simplifies the composition.



External publication spread

Using transparency when content tiles interact with photos

While cornerstone tiles must always be 100% opaque, content tiles may be set to a variety of transparency levels when applied over imagery. Colors will react differently in combination with different photos, but transparency levels should generally fall between 80 and 100 percent opaque. The goal is to maintain the color's vibrancy while creating a softening effect as it interacts with the image.



Internal banner

The fewer tiles the better

Tiles establish a consistent visual language across all Microsoft brand communications. Tiles form natural structures for placing type, especially on photographic backgrounds, giving us an opportunity to start meaningful conversations with customers.

As useful and memorable as tiles can be, overusing them can dilute their impact and crowd your layout.

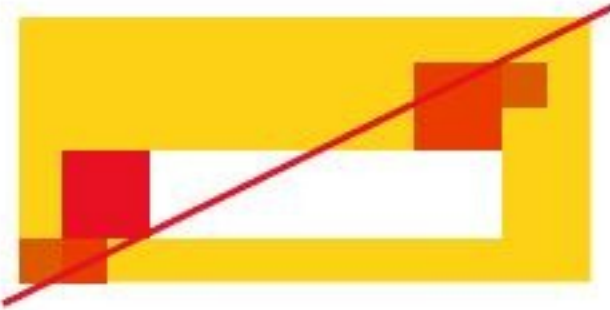
Limit the number of tiles to as few as possible. A good rule of thumb is to incorporate two tiles, including the cornerstone tile, if applicable. Add a third tile only if needed.



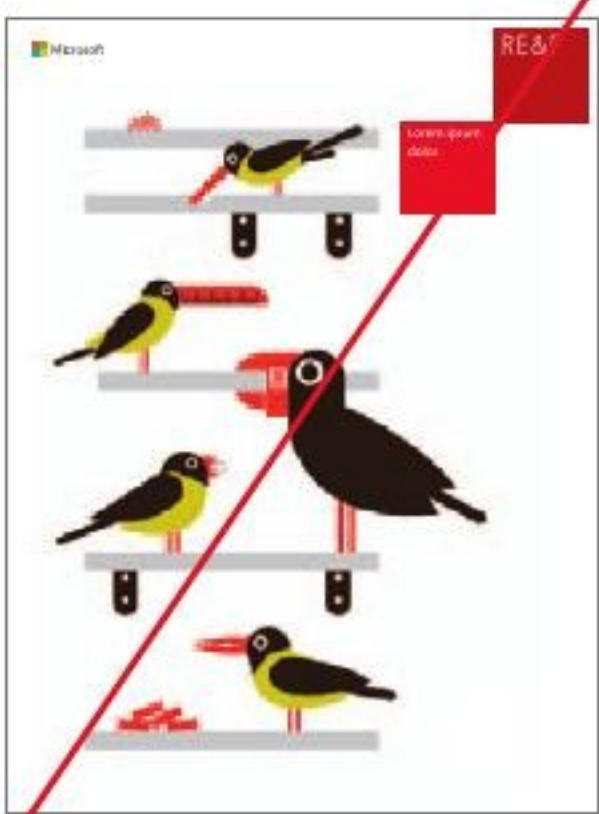
External web banners



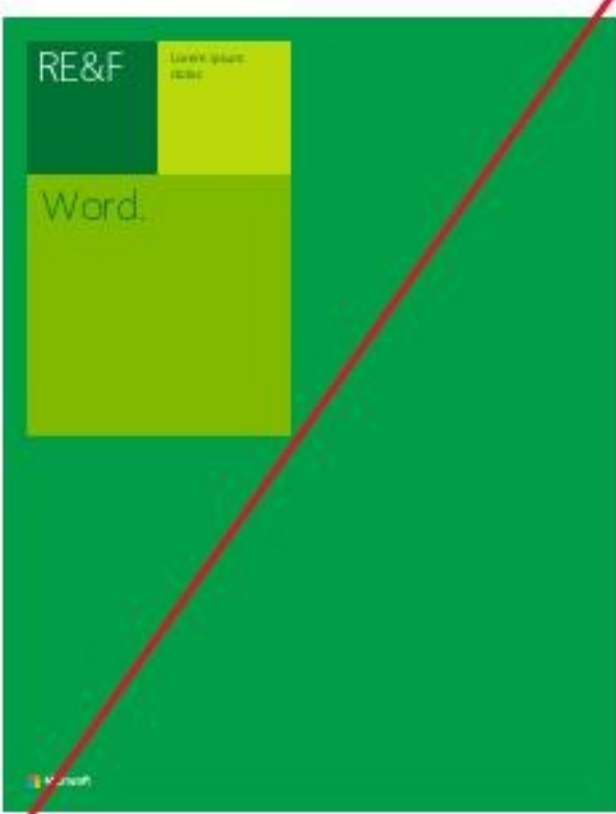
Don't use different internal margins for different elements with a layout. Using consistent margins allows all text and logo elements to align.



Avoid excessive use of tiles. Use them sparingly to create maximum impact.



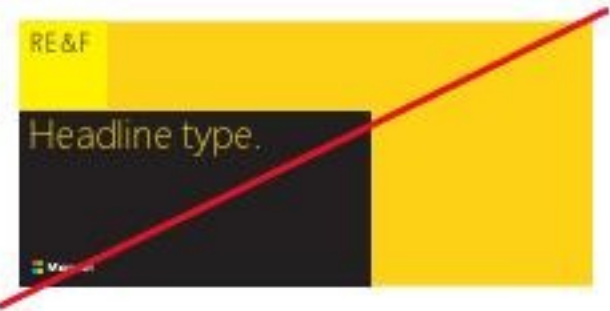
Don't align tiles diagonally.



Avoid flush shapes—create movement, not blocks.



Don't align type to the tile grid. It should align to the interior margins.



Don't create black tiles.



Don't overuse tiles



Don't use tiles as decoration. Tiles are purposeful and must contain content.



Don't separate tiles with gaps or margins in marketing collateral. This is a product user interface design scheme, not intended for communications.



Don't place the logo in a single tile. The logo may only be placed in areas two tiles or more in width.

Identifying internal groups with a cornerstone tile

The cornerstone tile is used in internal Microsoft communications to identify the source of the content.

When used, the cornerstone tile is the first tile placed in a layout. It is placed in one corner of the layout, and all other tiles are dependent on its position and size.

Cornerstone tiles are always colorful. They are not translucent and do not appear white, gray, or black.

Even when the cornerstone tile is used, keep in mind that the Microsoft logo must also appear on all communications.

Do not create your own cornerstone tiles. To request a group cornerstone tile please contact: corbrand@microsoft.com.



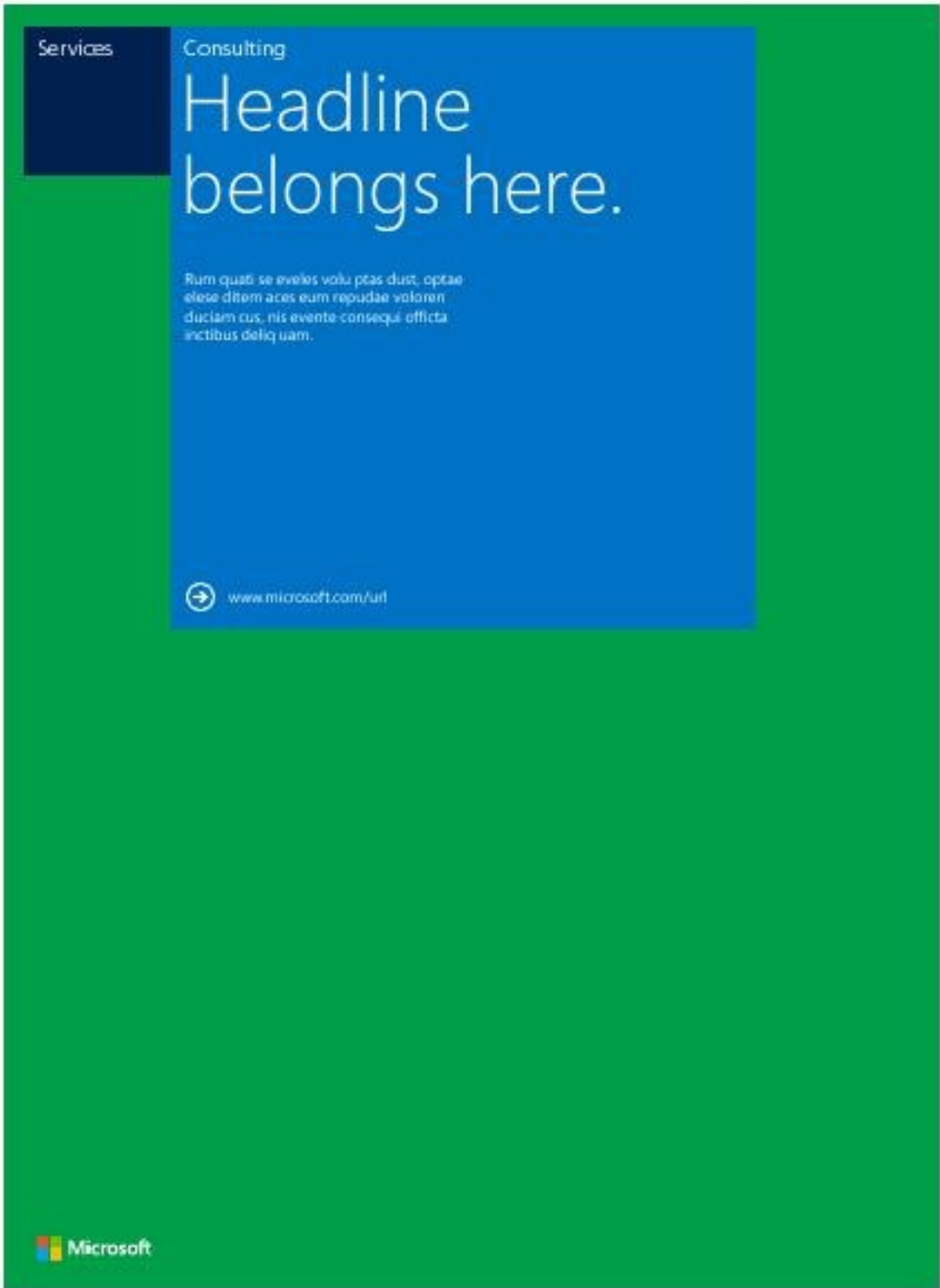
Identifying internal groups

Not all groups within the Microsoft organization should have a cornerstone tile. The highest-level divisional name belongs in the cornerstone tile.

Sub-group designations may be handled elsewhere within the layout. For instance, a communication from the “Dining” sub-group would use the parent group’s cornerstone tile (“Real Estate and Facilities”).



Internal posters





Don't place the Microsoft logo or logotype in a cornerstone tile.



Don't create group name lock-ups with the Microsoft logo or logotype.



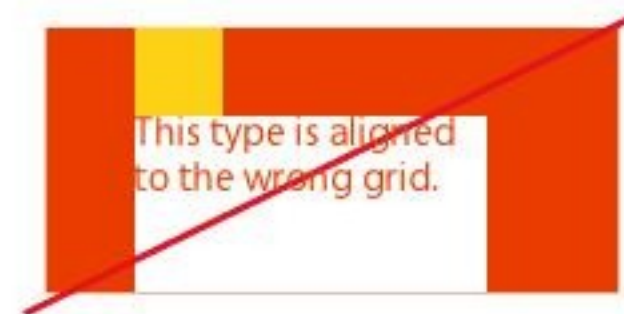
Don't create lockups of group names together with the Microsoft name, logo or logotype, either inside or outside a tile.



Cornerstone tiles are never black. Use provided artwork.



Don't create branded tile groupings or use the cornerstone tile to identify sub-groups within the organization.



Don't align type to the tile grid. It should align to the interior margins.



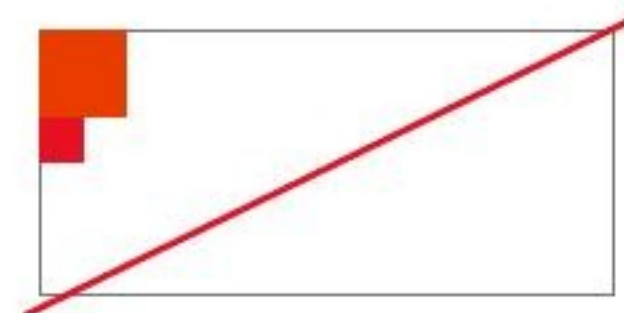
The cornerstone tile should always align to one of the four corners of the layout.



Cornerstone tiles are never white. Use provided artwork.



Don't use more than one cornerstone tile in a single layout.



Additional tiles should never be smaller than the cornerstone tile.



Don't use transparency with cornerstone tiles.

Photos that capture
the real world we
live in—authentic,
optimistic, and brave



Use the Microsoft photo libraries

Approved lifestyle and product photography is available for use in Microsoft communication materials. Avoid purchasing stock photography whenever possible.

For more information on creating photography assets, please visit [Brand Tools](#) or contact corbrand@microsoft.com.



Avoid off-brand treatments

The following is a short list of what to avoid when producing Microsoft photography.

- Emotionless images
- Device-focused images that are not part of a bigger human story
- Clichéd scenarios or contrived settings
- Staged interactions
- Obvious posing
- Bland color
- Obvious post-production or Photoshop effects



Avoid emotionless images.



Don't use photographs in which the models are obviously posing.



Avoid device-focused images that don't tell a human story.



Avoid staged interactions and bland color.

Illustrate to communicate

Illustration is an engaging way to convey ideas and tell stories. It should always have a purpose and never be used as decoration.

Illustration can be an effective solution when photography isn't available or if you want to create an even more distinctive impression—but within the Microsoft visual identity family.



Use distinctive, ownable images unique to Microsoft

Illustration is an important element of the Microsoft visual system. As with photography, you should not purchase stock illustration.

If you need to create illustrations for your communication, please contact corbrand@microsoft.com for guidance.

- Illustrations tell stories and convey ideas.
- They are simple and made up of geometric shapes.
- Use flat colors from the Microsoft palette.
- Use illustration when photography won't work.
- Illustrations should be witty but not cartoonish.
- They are vector-based artwork.
- Never use illustration as decoration.

Use icons to convey information, not for decoration

Icons are primarily used in onscreen scenarios where they are actionable. They should be used rarely in print and marketing communication.

Microsoft has many icons and icon libraries. Do not create a new icon if one already exists.

Contact corbrand@microsoft.com for additional information or visit [BrandTools](#).

- Use icons where there is a clear function or where words won't work.
- Icons should only appear in white or black. They may be placed within tiles or separately.
- Icons should never be used decoratively.
- Stay true to the medium. Don't try to make an icon look realistic. Eliminate the chrome.
- Don't use an icon to represent a complex message.
- Don't use an icon if the message can be communicated in another way.
- Don't overuse icons.

Putting it all
together

Our brand elements come
together to tell stunning stories
that celebrate and delight
people across the planet.

Step 1: Determine whether your layout will have a border

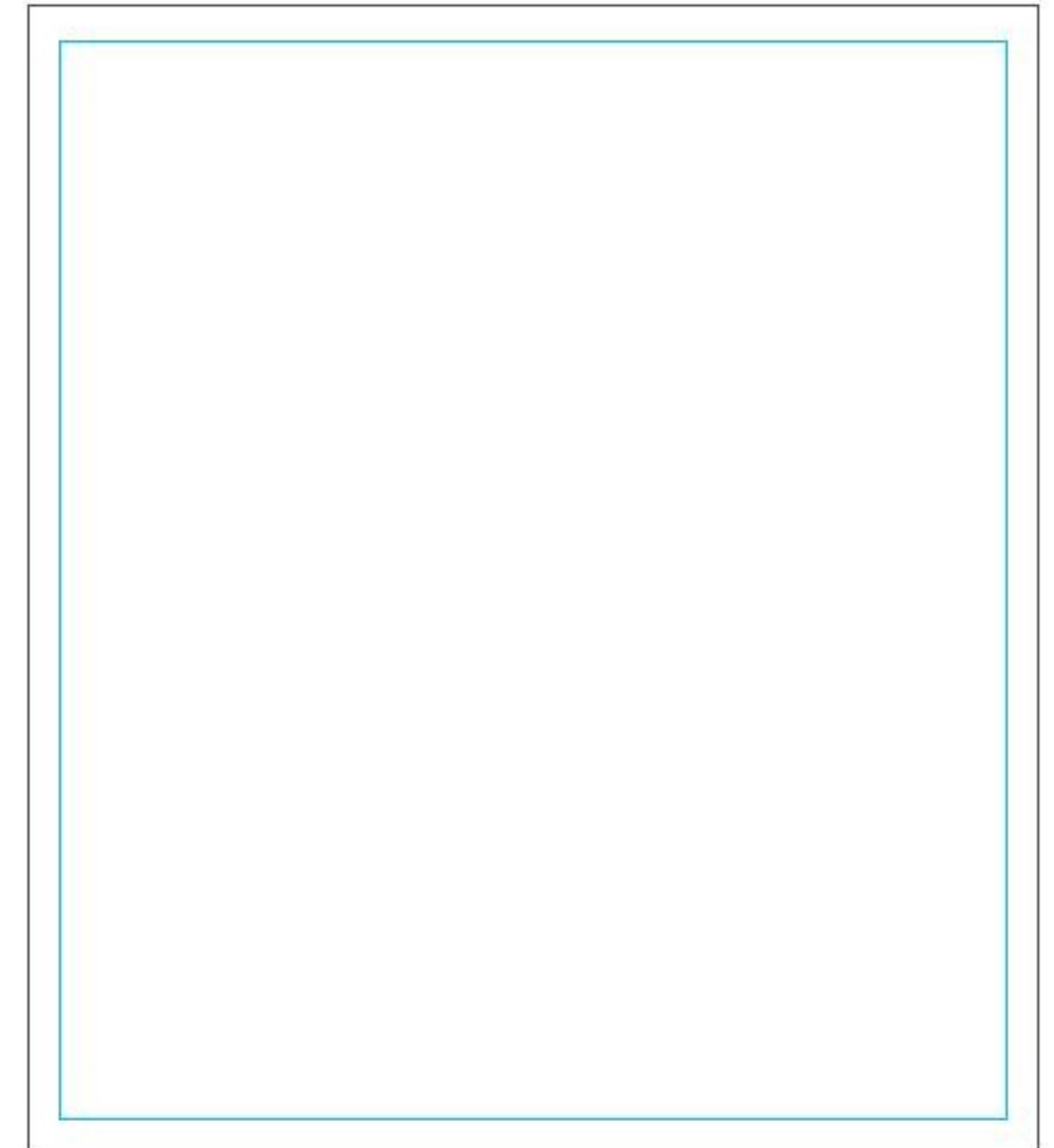
Your layout may “bleed” to the edges of the working area, or you may add a border which can later be filled with color or imagery. The size of the border is flexible, but it must have an equal thickness on all sides. In some cases the “live area” will determine what the border needs to be so you do not lose important content because of projection or print limitations.

Once a grid has been established, the same grid needs to be used through the entire multi-page document or layout.

Layout without border



Layout with border

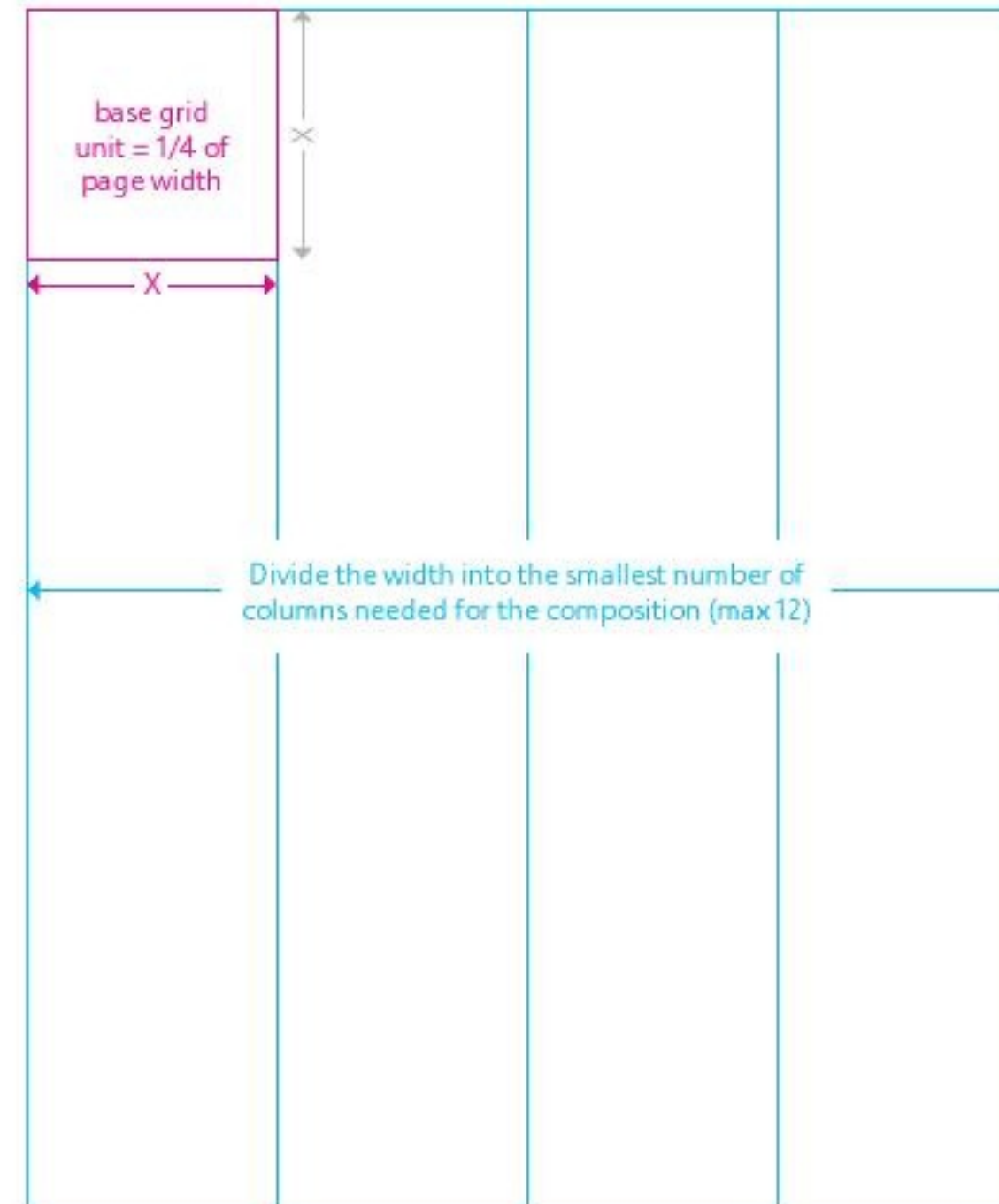


Step 2: Define your columns or rows and the base grid unit

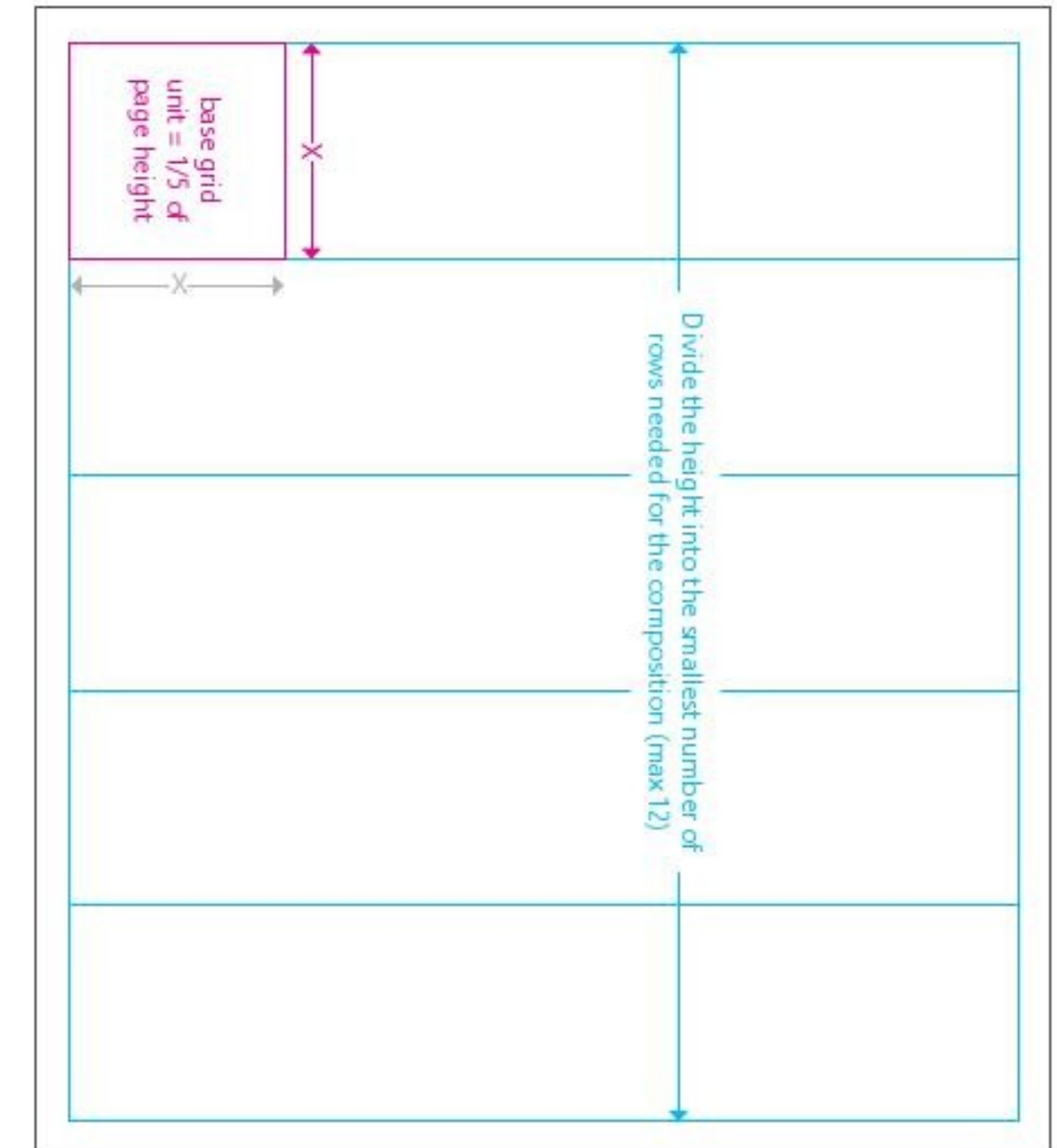
Choose the width or height of your layout (usually the larger of the two, but not always) as your defining dimension. Divide that dimension into the minimum number of columns or rows needed for the composition (maximum of 13).

Use this dimension ("X" in the diagrams at right) to create a square in one corner of your layout. This is the base grid unit from which you will derive the rest of your grid elements.

Grid with a horizontal defining dimension



Grid with a vertical defining dimension

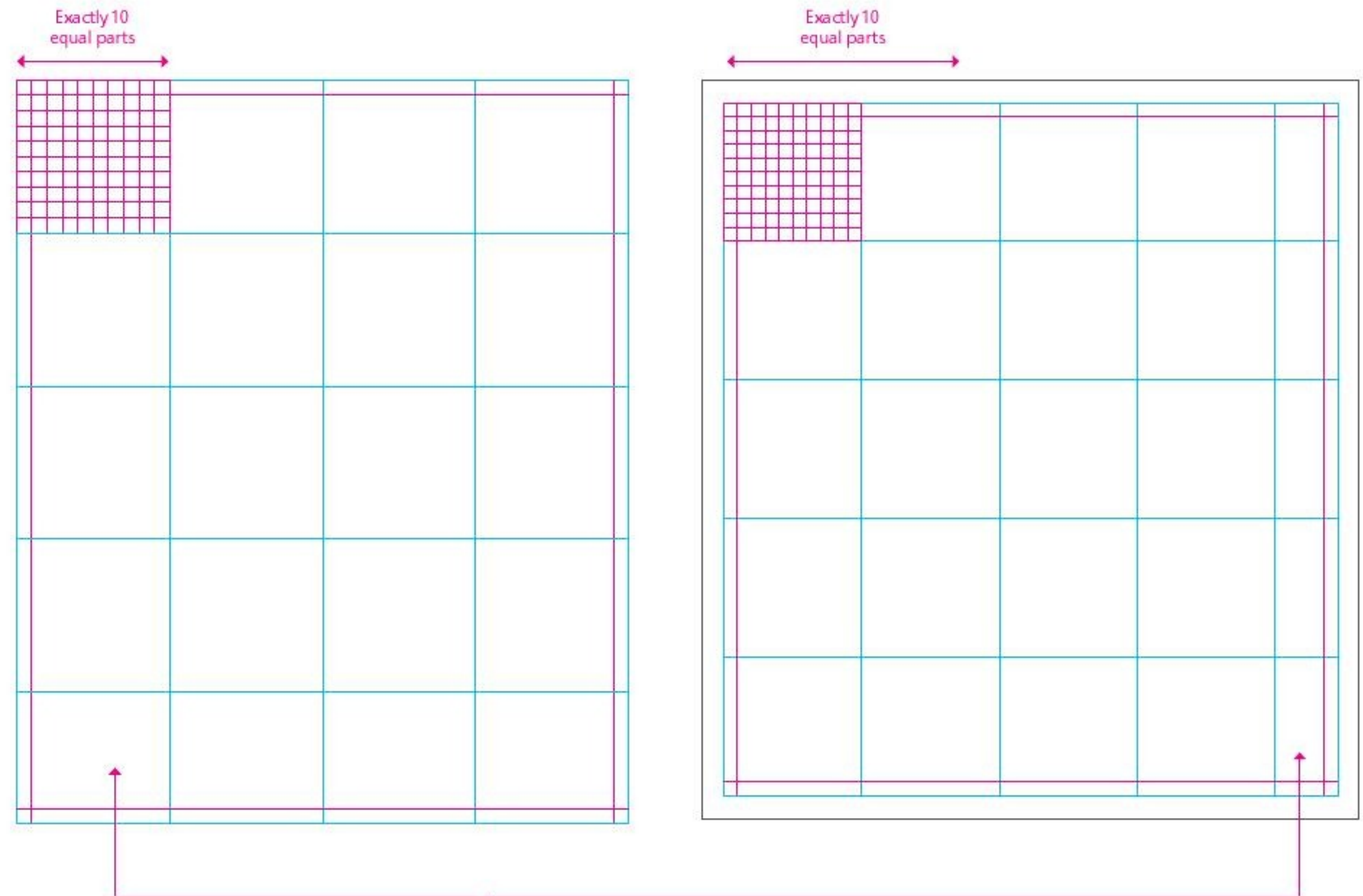


Step 3: Finish the base grid and establish margins

Fill in the rest of the base grid (shown here in blue lines) using the unit established in step 2. If you began by establishing columns, this means drawing the rows. If you started with rows, this means drawing the columns.

Next, divide the base grid unit into exactly 10 equal parts in both directions. Use one or two of these units as the exterior margin for your document. If your layout will include a cornerstone tile, use one grid unit as your margin to ensure proper alignment.

Use this same measurement as the interior margin between your rows and columns. If your design includes an outer border, then this margin is an additional space inside that border.

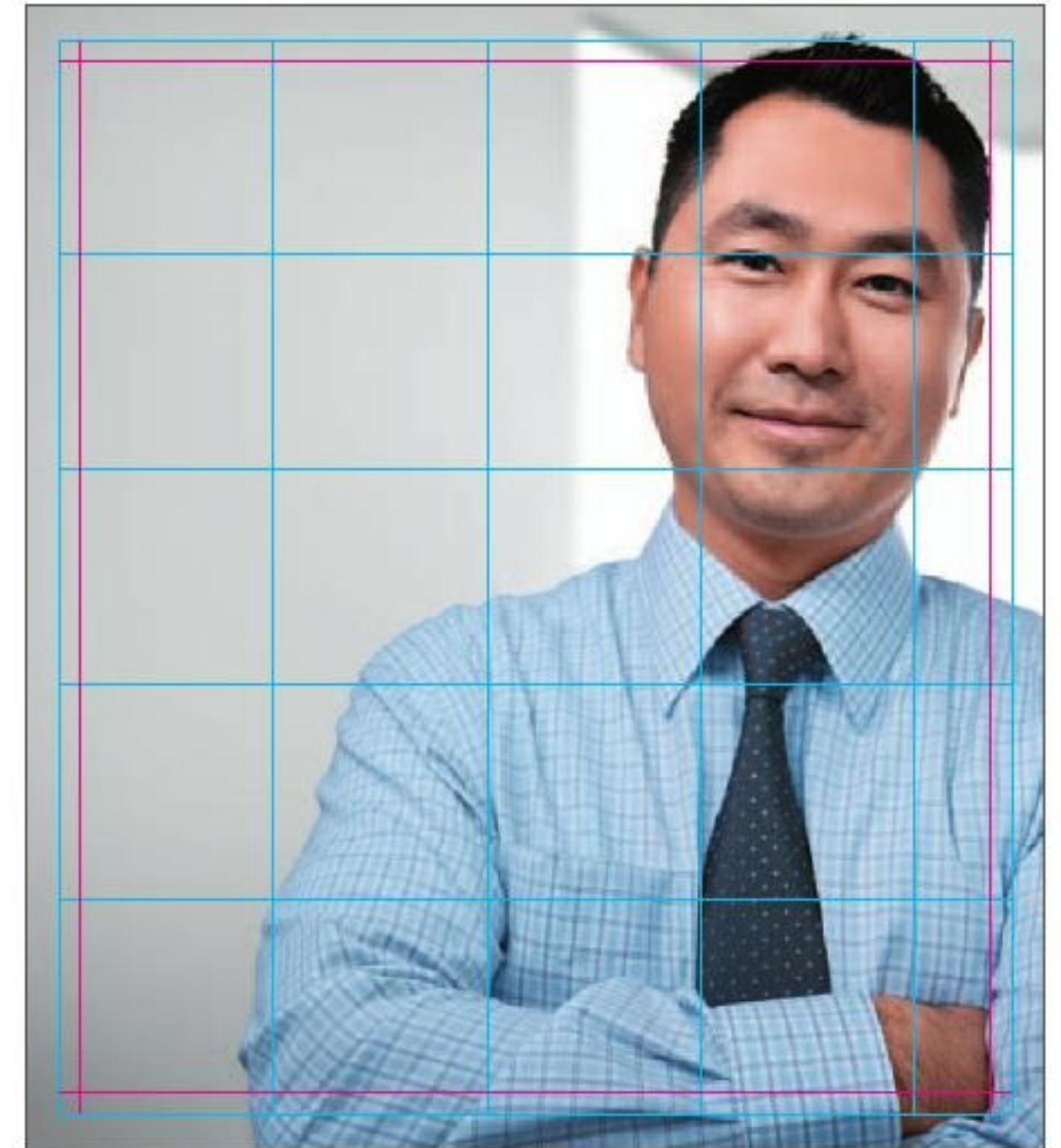
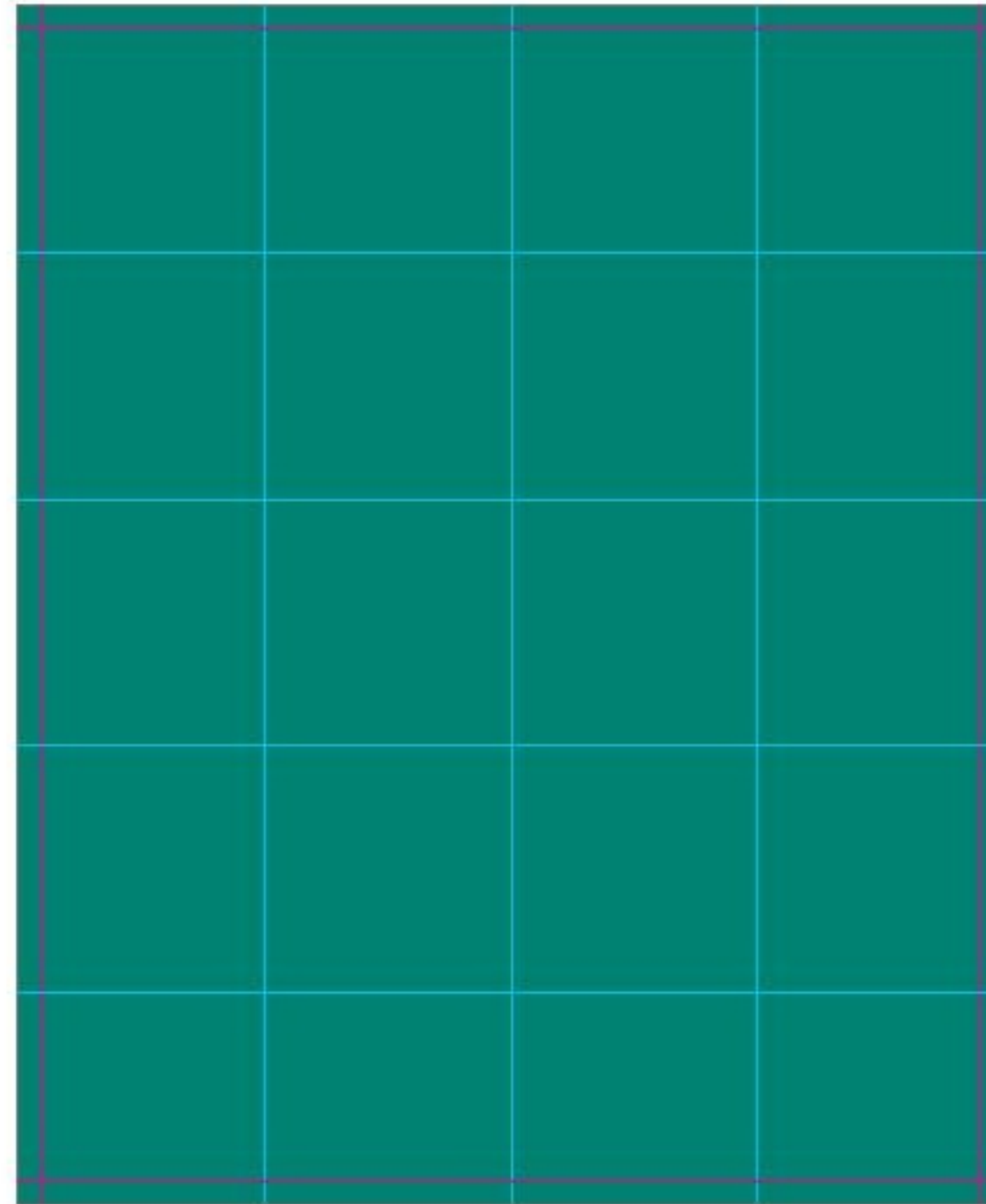


Note:

When you create an equal margin on all sides of your layout, it's acceptable if the margin guide doesn't align perfectly with the grid along one edge.

Step 4: Add a background photo or color

Backgrounds may be left blank or filled with color or imagery.



Step 5: Add the logo (and the cornerstone tile for internal communications)

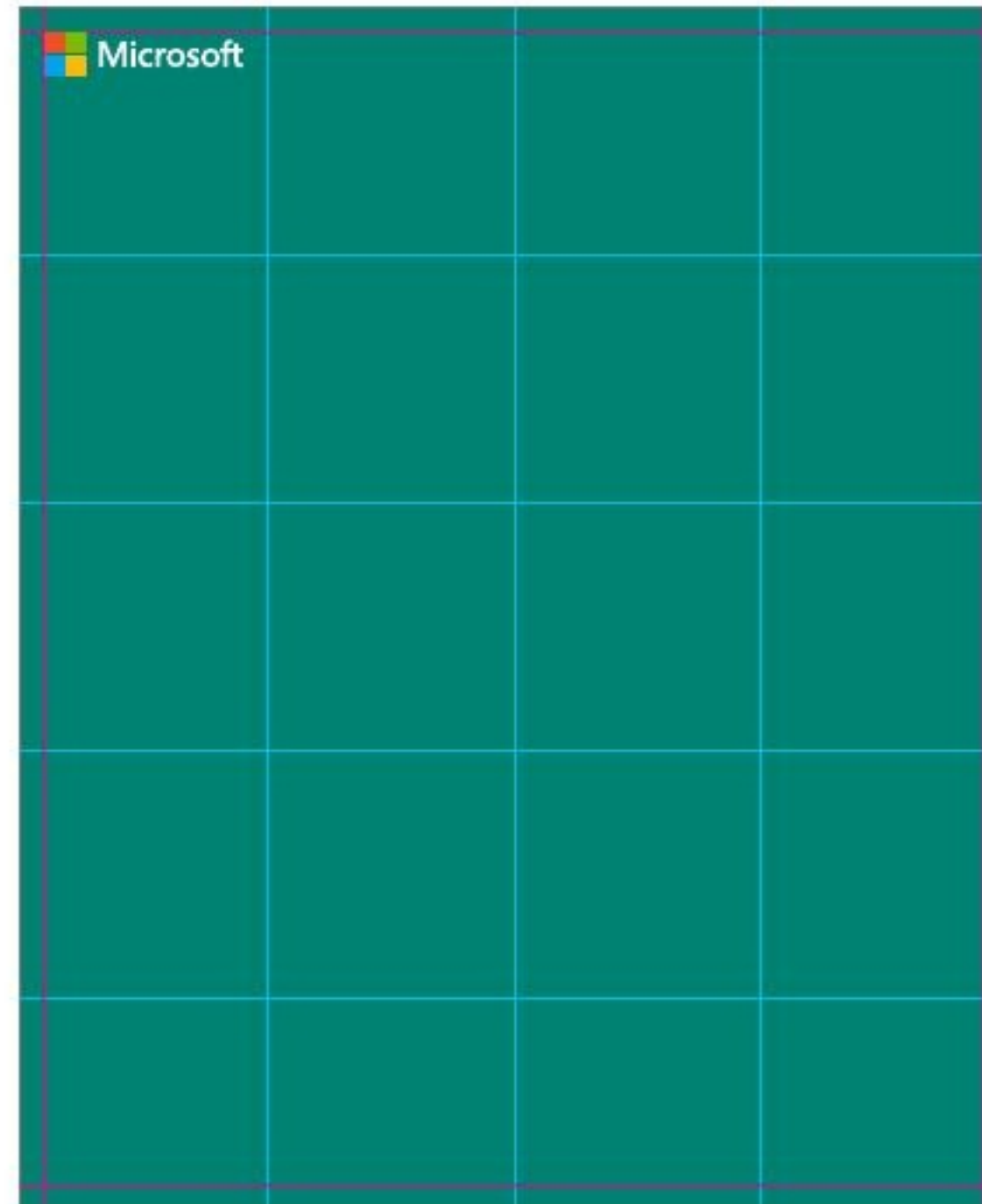
The logo is generally placed in one corner of the layout. Regardless of where it's placed on the page, it should be left-aligned within the text grid.

If your communication will contain a cornerstone tile, it may be placed in any corner of the layout. Whichever corner you select will become the singular point from which all other layout elements emanate.

The cornerstone tile occupies exactly one full unit of the base grid (shown here as blue lines).

If there is an outer border around your layout, the cornerstone tile aligns inside the border.

External communication

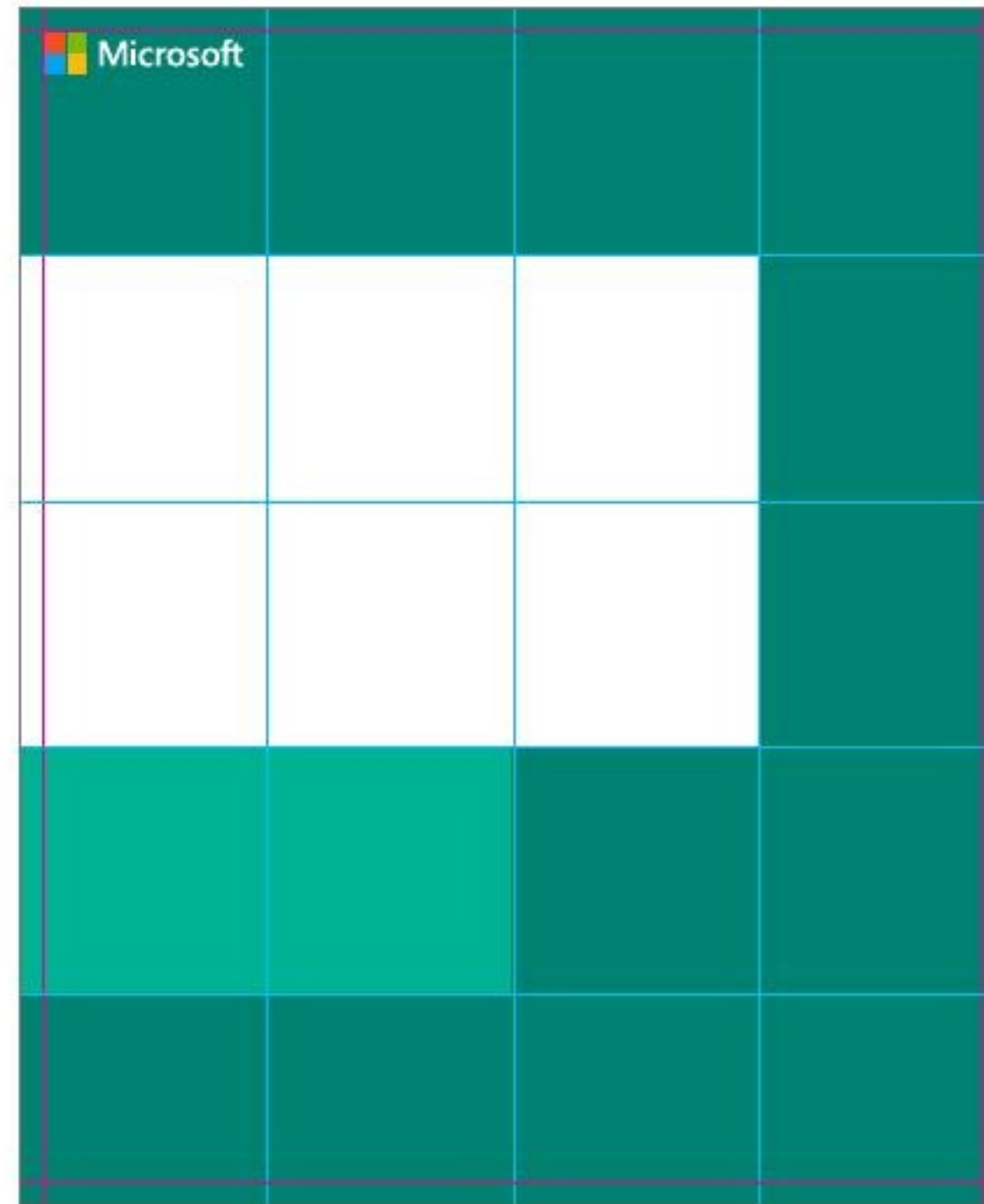


Internal communication, including cornerstone tile



Step 6: Add content tiles

Content tiles align to the document grid (blue lines) and may be any whole number of grid units in size. The first one must be adjacent to the cornerstone tile. Additional tiles are added adjacent to one another.



Step 7: Add headlines and text

Align blocks of text to the interior margins that you established when building the grid (shown here in magenta). Text blocks may span multiple columns and rows, but they should always align in the upper-left corner of established margin lines.

Remember to limit the number of type sizes to three whenever possible, and keep type flush left.



Tips for type and hierarchy

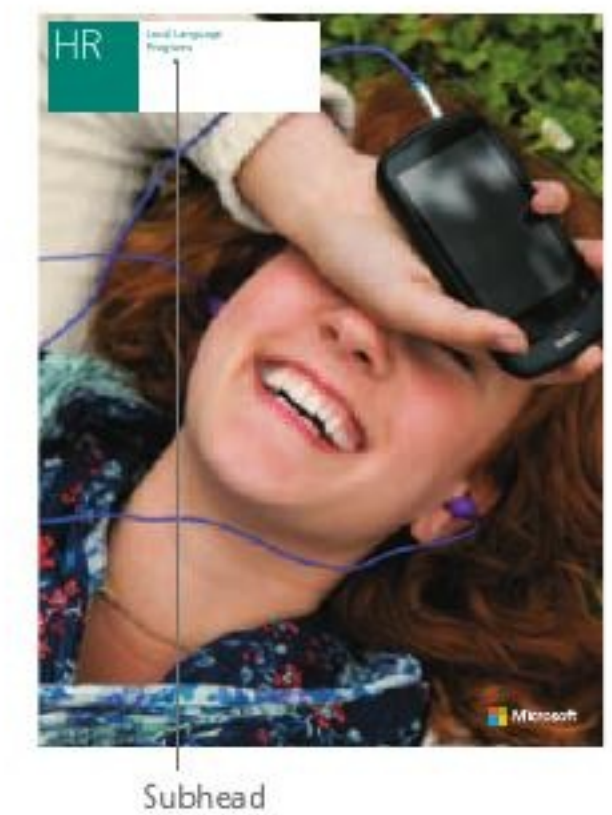
There are three primary categories of messaging that we use in the layouts in addition to the group name:

1. Headlines
2. Subheads
3. Copy

When the cornerstone tile is the same height as a second color field, the subhead should be the same type size as the logo or group name.

When two or more categories of messaging are used, there should be a clear type size hierarchy.

Cornerstone tile + headline or subhead



Tiles + headline + body copy



Showcase: some examples of what's possible with our visual identity system.

What we want people to think:

It's fresh

It's simple and easy

It's helpful

It's beautiful—I want it

It feels like Microsoft

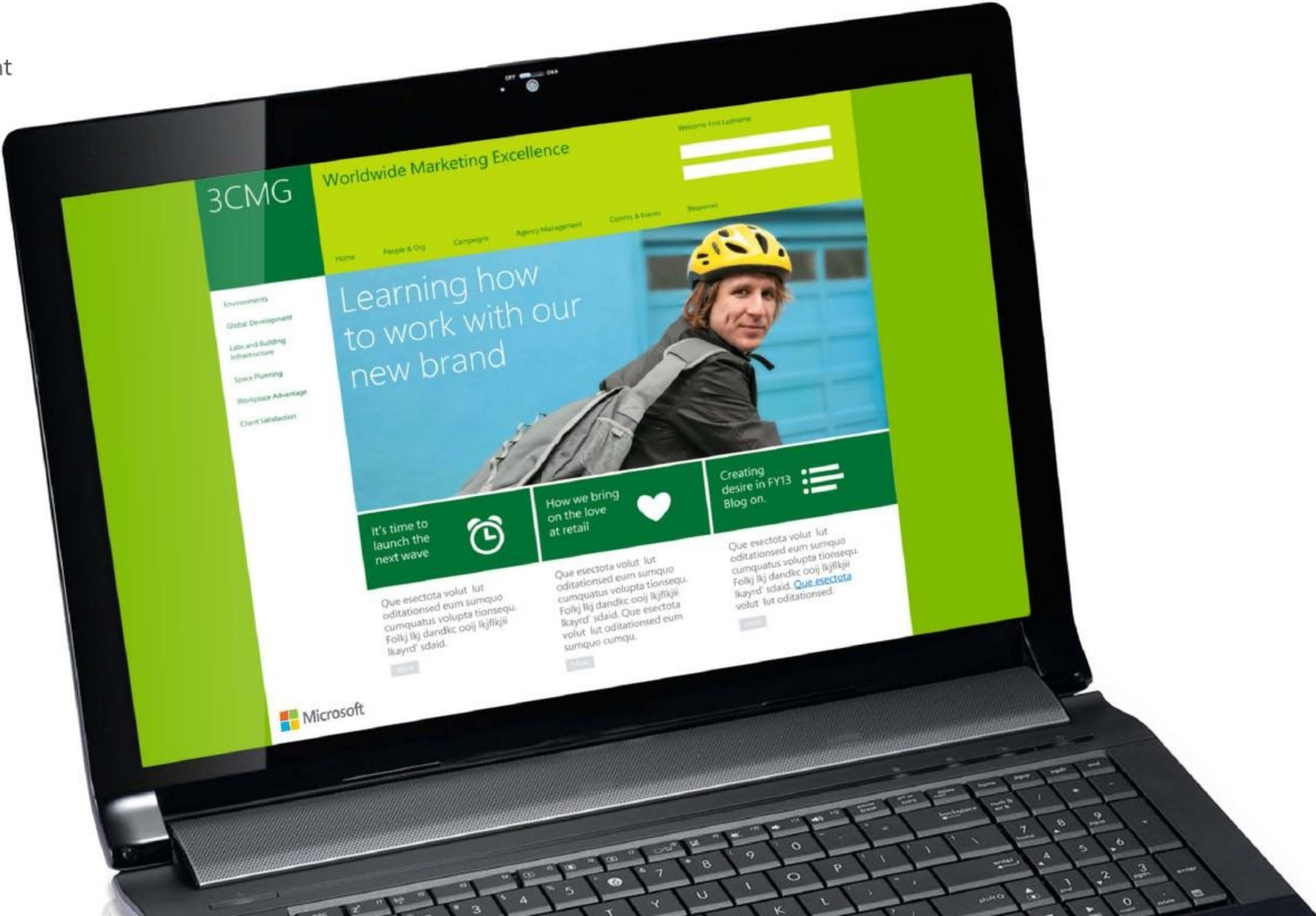
PowerPoint



Internal SharePoint



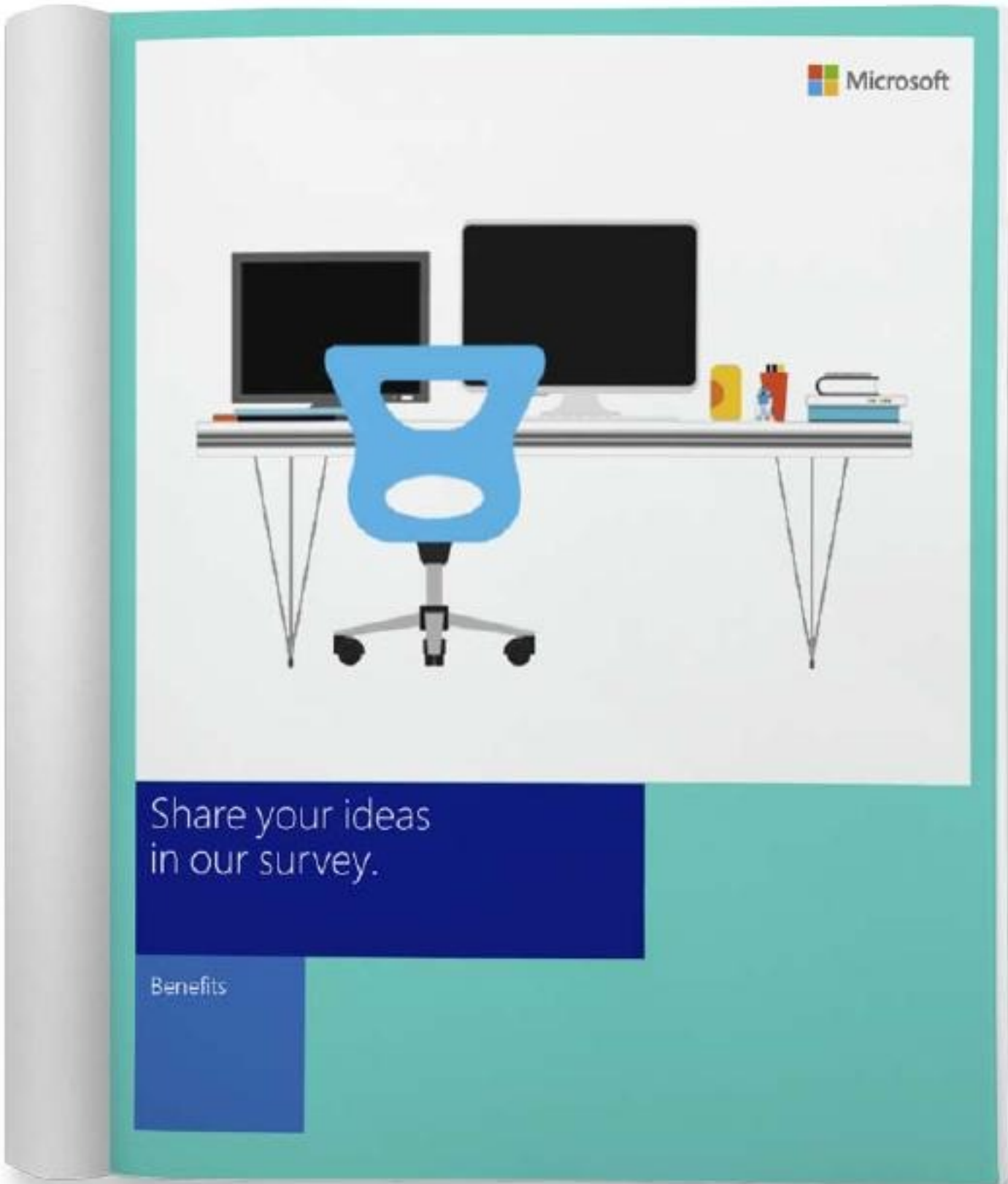
Internal SharePoint



Print ads



External communication



Internal communication

Billboard



A large billboard advertisement for Microsoft is displayed in a subway station. The billboard features the Microsoft logo at the top left. Below the logo, the text reads: "Make every minute count by getting more done every day—whether you're in the office, at home, or on the go. With technology that helps you simplify tasks, connect with others, and make smarter decisions, you can get more done in less time." To the right of this text, the headline "Your business is our business." is displayed in a large, blue, sans-serif font. Below the headline, the URL "microsoft.com/business" is shown. The billboard also includes a photograph of a smiling man in a grey shirt, holding a green marker to his forehead, with a blurred background of a grocery store. The billboard is mounted on a wall in a subway station, with a tiled floor and a staircase visible in the background.

Microsoft

Make every minute count by getting more done every day—whether you're in the office, at home, or on the go. With technology that helps you simplify tasks, connect with others, and make smarter decisions, you can get more done in less time.

Your business is our business.

microsoft.com/business

Print ad



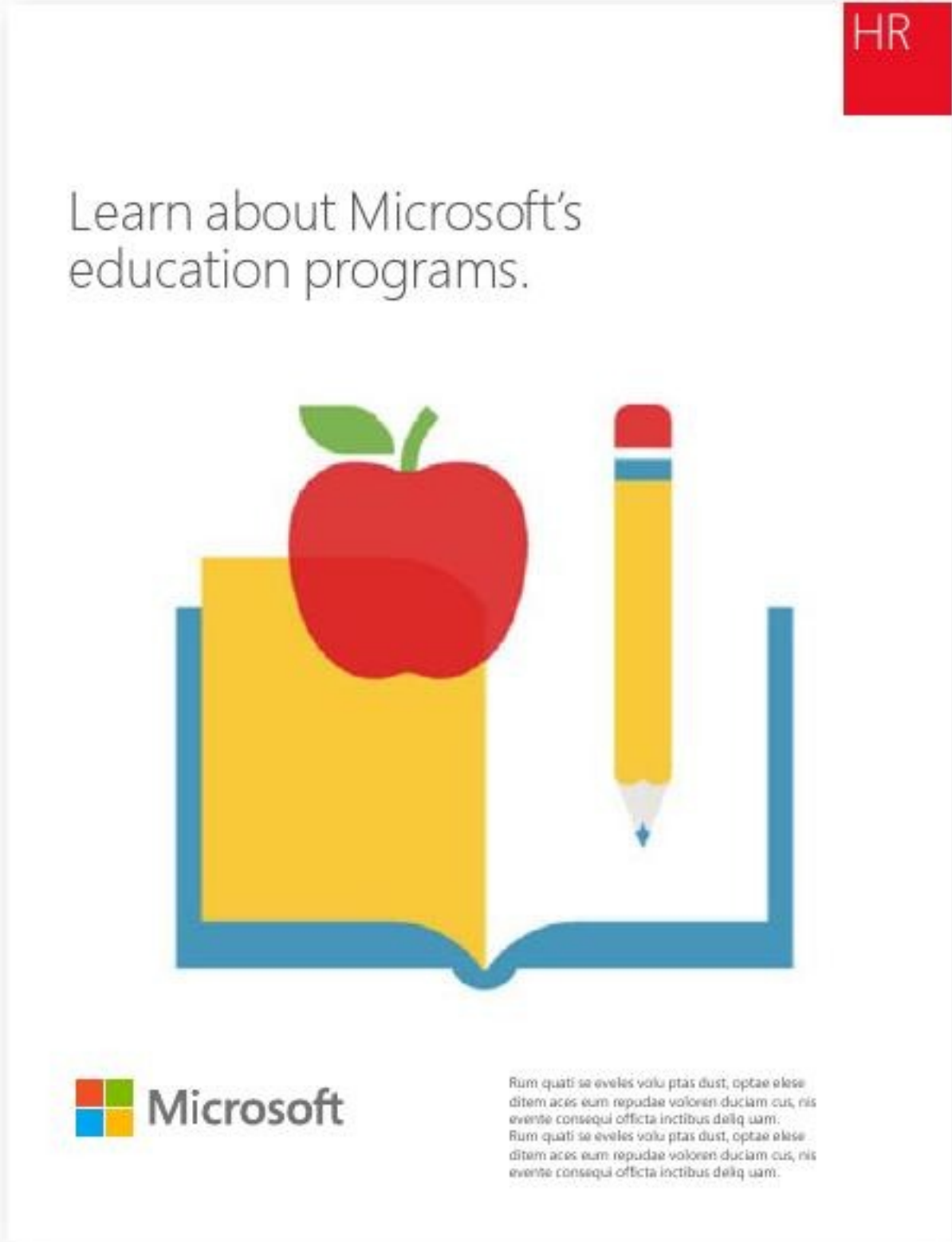
Posters



External communication



Internal communication

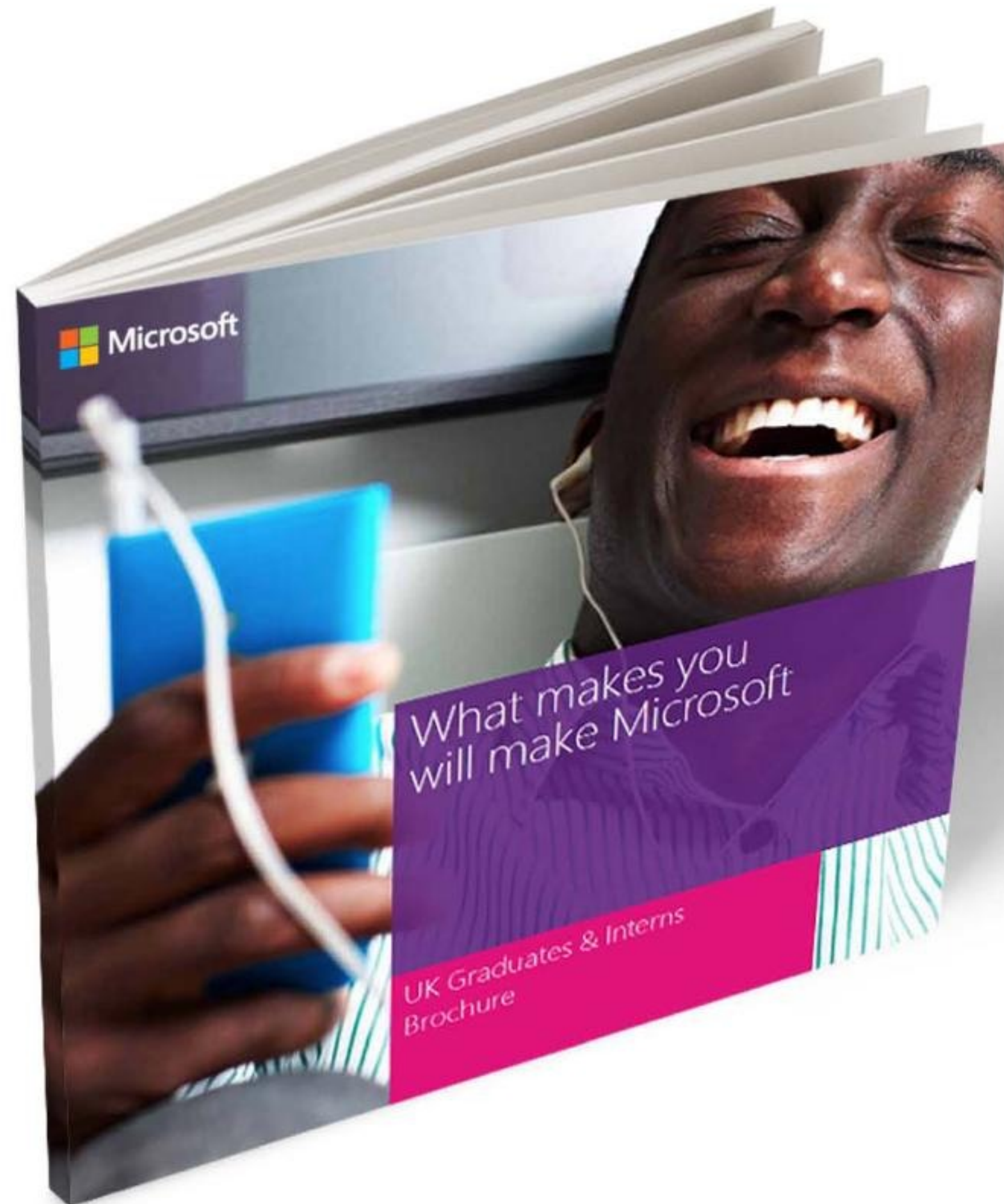


Internal communication

Vertical event banners



External brochure



External PowerPoint



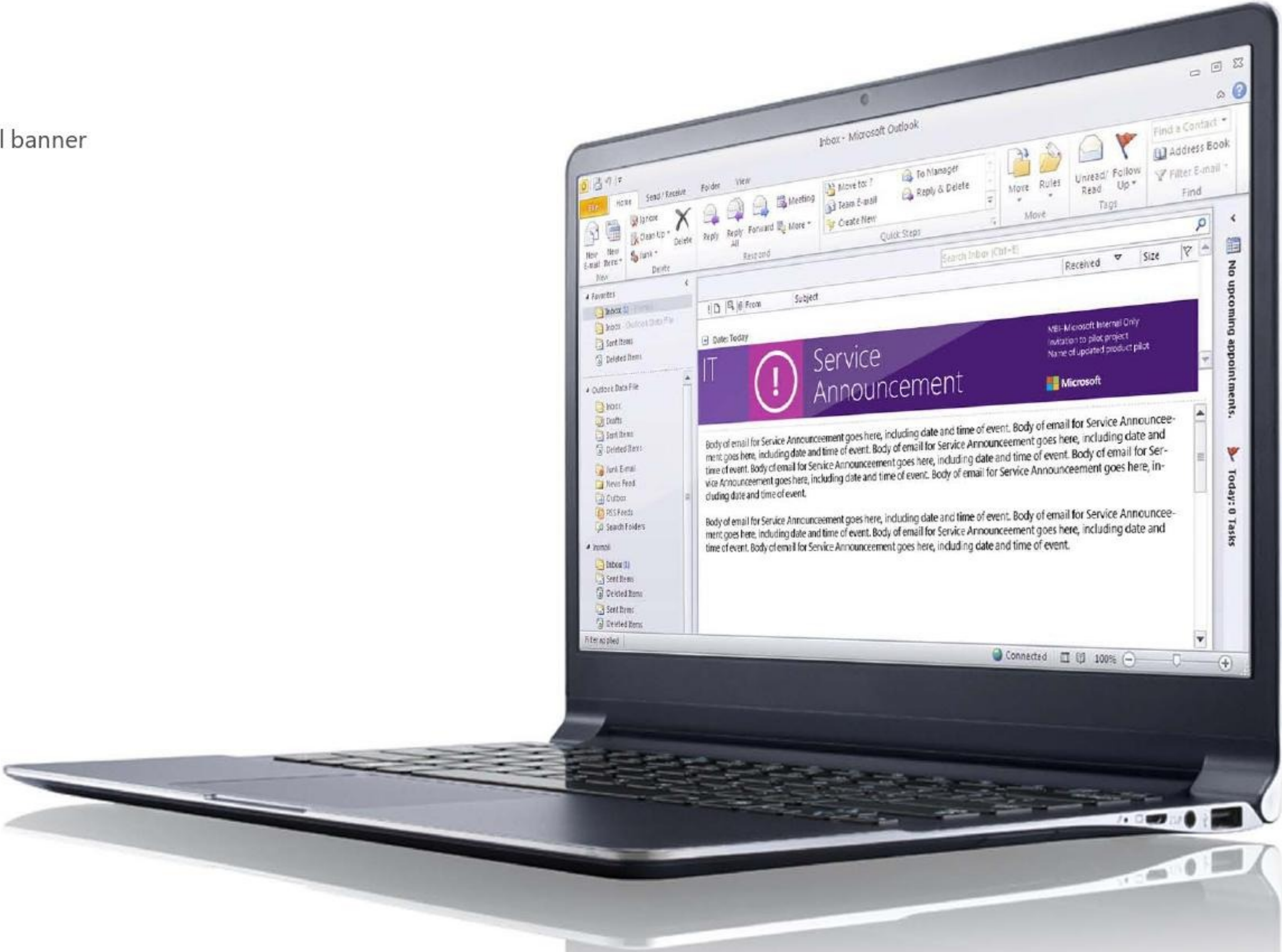
External banner



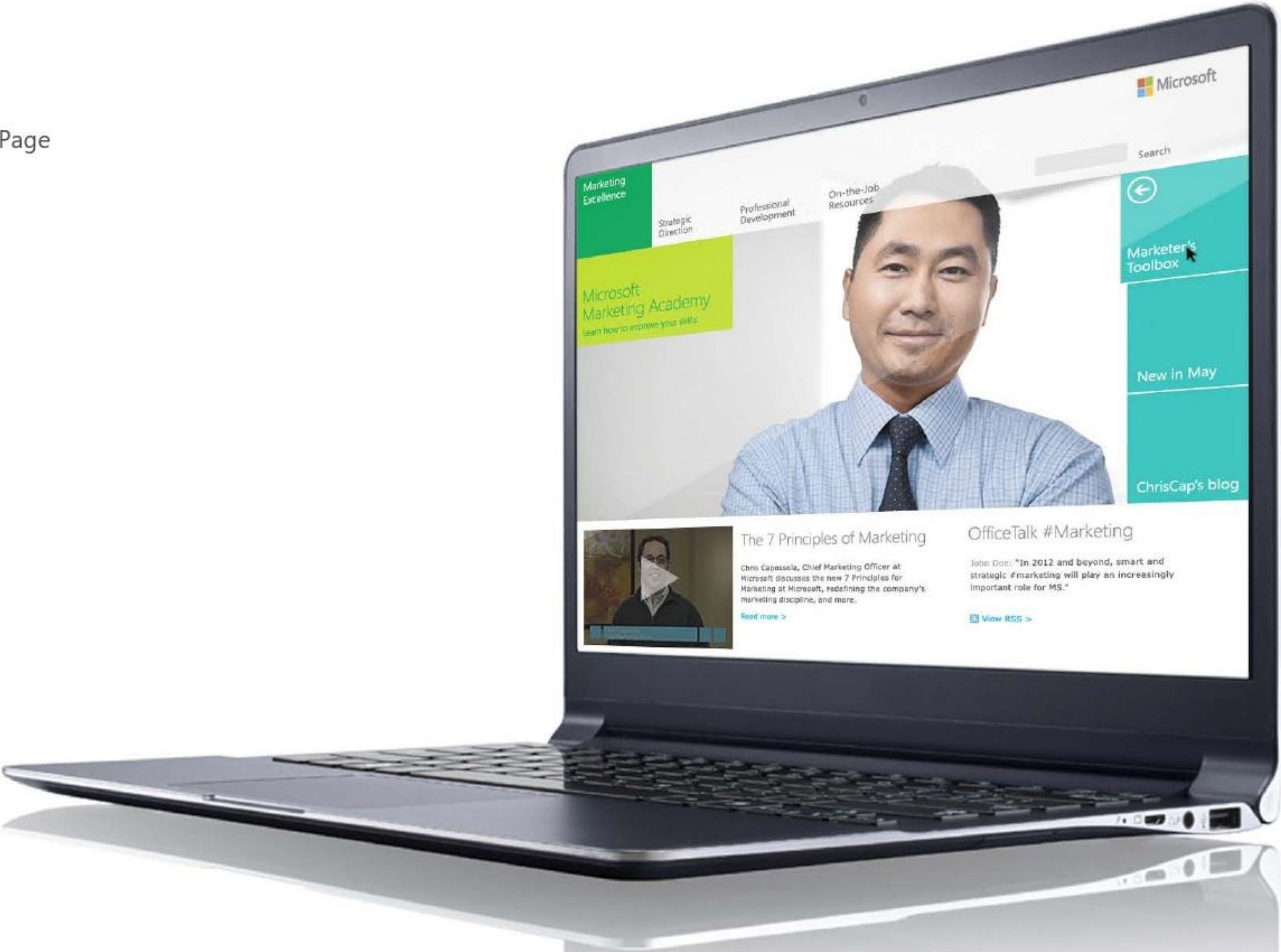
Report covers



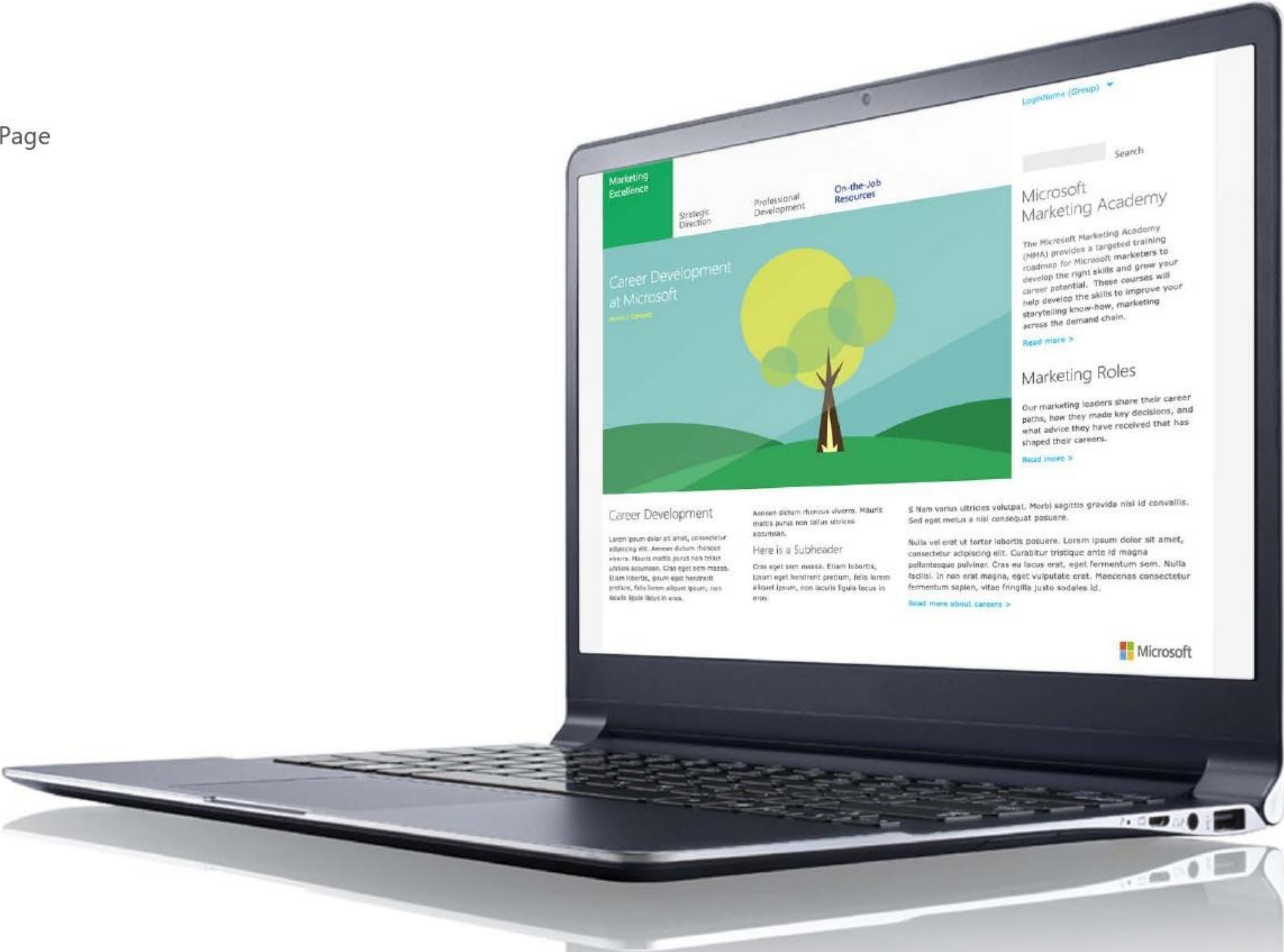
Email banner



Web Page



Web Page



Templates



Powerpoint presentations



Email signature



Newsletter



Datasheet



Whitepaper

Design matters

If you've just read these guidelines, you have our appreciation. It means you share our belief in details and quality. We know applying these principles takes time and effort, but the stories we tell in all our Microsoft communications will be stronger for it.

Brand Tools has additional resources and guidance on the entire Microsoft brand. If you ever have additional questions about our visual identity and its application in design, don't hesitate to contact corbrand@microsoft.

 <https://brandtools.microsoft.com>

Thank you